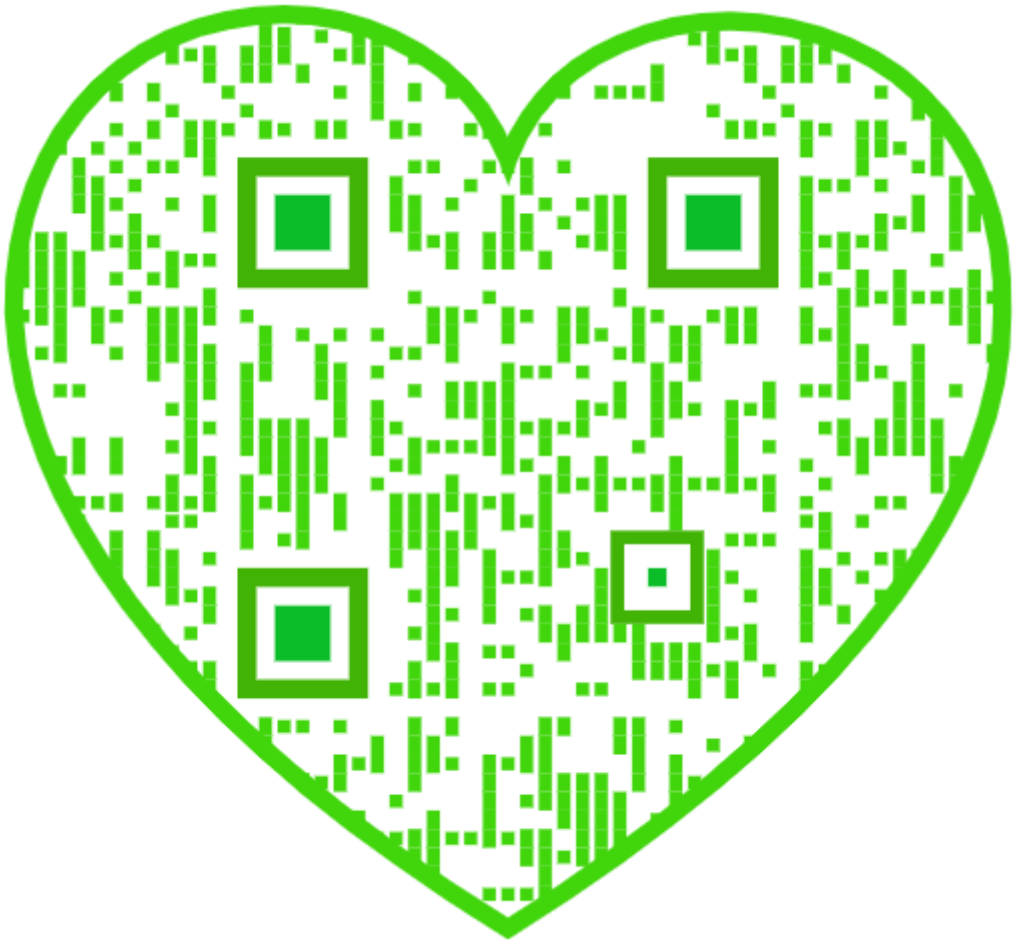


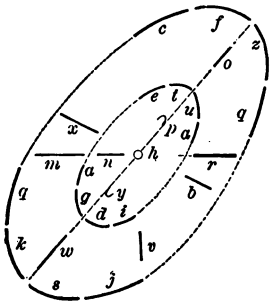
DIAGRAM

SHOWING THE

ALPHABET OF THE ECLECTIC SHORT-HAND,

DERIVED FROM THE INCLINED ELLIPSE,

THE SWIFTEST AND MOST EASILY EXECUTED OF ALL OUTLINES.



FACILE LINES, RAPID MOVEMENT INTERDEPENDENT.

CROSS'S

ECLECTIC SHORT-HAND:

A NEW SYSTEM,

ADAPTED BOTH TO GENERAL USE AND TO VERBATIM REPORTING.

COMPLETE IN ONE VOLUME.

By J. GEO. CROSS, A.M.

WRITING IS THE CONSERVATOR OF THOUGHT.

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INTRODUCTION.

THE following system is so radical a departure from the art of Short-hand, as embodied in the modern systems, that a full introduction seems necessary to a clear comprehension of the principles on which are based its claims to the attention of an intelligent public.

Writing is an art of such importance, so universally practiced, and involving so much time and labor, both of the brain and of the hand, that ease and rapidity of execution become not only desirable, but imperative.

The past fifty years have, with their bewilderment of improvements in science and art, increased the facilities for the transmission of thought, until the material means employed seem to be dematerialized, and thought flies with the rapidity of its conception. In the midst of this interesting era, this glittering succession of triumphal advances, the art of writing alone remains unchanged. The hand of the writer plods as wearily to-day as it did a century ago; and thought waiting for embodiment is cramped, its beauty tarnished, its ardor cooled, its flame extinguished, and its majesty clouded. Is it not time that this pen-burden were lifted, and thought disenthralled?

So surely as all progress depends on mind, must permanent thought be borne on the wings of the pen; and any medium which shall render its recording fluent, like speech,

must prove, next to speech, the richest endowment of humanity.

The history of swift writing shows the art to have engaged the attention of the best intelligences of the race; that great minds have repeatedly grappled with and striven to perfect it; while the universally deplored vast labor, imposed by our present method of writing, with the very limited use of the existing systems of short-hand, show how little has been done toward solving the problem, and providing facile, rapid writing for the masses.

Short-hand, or Swift Writing, may, under various names and forms, be traced to the most remote civilized nations of the earth. The Egyptians at an early day represented objects, words and ideas by a species of hieroglyphics. The Jews also used this species of writing, adding a number of arbitrary characters for important solemn and awful terms, such as God, Jehovah, etc.

The Greeks practiced a similar method, which is said to have been introduced at Nicolai by Xenophon, and by which he took down the sayings of Socrates. The Latins claimed for themselves the invention of the Roman notes. About 150 B.C., Enneus invented a new system, by which the notarii recorded the language of celebrated orators. These notes consisted of 11,000 marks of his own invention, abbreviated from the Roman alphabet, in the use of which very few words were written in full, called "common marks," because intended for common use. His plan, improved by Tyro, was held in high esteem by the Romans. Plutarch rejects Enneus' claim to the invention in favor of Cicero. Eusebius credits it to Tyro, a freedman of Cicero's; while Seneca attributes the invention and cultivation of

swift writing to freedmen and slaves, as Tyro, Persennius, Aquilla; whose performances were, according to the usages of the times, attributed to their patrons. Titus Vespasian was remarkably fond of short-hand, declaring its practice among his most interesting amusements.

This principle of a brief alphabet and abbreviated spelling has obtained in all systems of short-hand. All that the moderns have gained over the ancients has been effected by the adoption of a simpler alphabet. As the Roman notes were simply an abridgment of the Roman alphabet, some of them were necessarily complex. In the modern systems, alphabets have been adopted of the simplest geometrical signs, such as a right line and a curve, in various positions, with a small circle, a hook and a loop, which have supplied a sufficient variety of signs for the letters of the alphabet.

Plutarch, in his life of Cato, the younger, tells us: "This, it is said, is the only oration of Cato's that is extant. Cicero had selected a number of the swiftest writers, whom he had taught the art of abbreviating words by characters, and had placed them in different parts of the senate house; before his consulate they had no short-hand writer." Short-hand now soon came into general repute among the Romans, and was patronized and practiced by the emperors themselves. The first publication upon the subject, of which we have any correct information, was about the year 1500, from a Latin manuscript dated 1412. In the reign of Elizabeth, in 1588, Bright introduced a system of arbitrary signs for words, which, so far as is known, was the first treatise on the art in modern times. Many advances were made in the art in England during

the seventeenth and eighteenth centuries. Since the revival of learning in the fifteenth century, its dissemination may be divided into four principal periods.

Period I, from the publication of the first alphabetic system by John Willis, in 1612, to that of the matured system of Mason, in 1682. During this period the system most used was that invented by Rich, which was afterward practiced, amended and republished by Dr. Dodridge.

Period II extends from 1682 to the introduction of Taylor's, in 1786, during which time Mason's system enjoyed the greatest share of the public favor. It was republished by Gurny in 1751, and is practiced by his descendants, as reporters to the British government, to the present time.

Period III reaches from 1786 to 1837, at which time was published "Pitman's Phonography." During this period Taylor's was more used than any other, but public favor was bestowed on it with Byron's, of 1767, Mayor's, of 1789, and Lewis', of 1815. In the year of 1831, in the United States, appeared "Gould's System of Short-hand," which was compiled from late European publications, with improvements. It had the merit of simplicity, and was extensively patronized, but was destined to give place to the incoming systems of phonography.

Period IV, beginning at 1837, reaches to the present, during which time the practice of phonetic short-hand has been widely extended in Great Britain and the United States.

Of phonography, Ben Pitman, in his preface to the "Manual of Phonography," published in 1860, says: "In 1837 Mr. Isaac Pitman, of Bath, England, published a

system of short-hand under the title of 'Stenographic Sound-hand.' This publication quietly sold, but excited no general interest. Three years later the Penny Post Law was passed in England, and that same year beheld the publication, by Mr. Pitman, of a small sheet entitled 'Phonography.' Either event was alike significant of the needs of the age. An entire system of writing was elaborated on this sheet; a system so simple and philosophic in its principles, tending so certainly to that combination of celerity and legibility, which are the great requisites of a system of writing for the masses, that it attracted great attention in England. Suggestions for its improvement were forwarded to its ingenious inventor from many quarters. Men willing to spread the knowledge of the art, which promised to be so useful to civilized man, traveled over England, Scotland and Ireland, pioneered by some of the inventor's own brothers. Ever improving with its spread, the art assumed consistency and importance, till it finally became recognized by many eminent men as one of the most useful inventions of the age. Its legibility and ease of acquisition soon caused it to drive away the arbitrary stenographies, out of which it had itself insensibly grown. But this was not all, for phonography not only supplied the place of all the systems that had preceded it, but it also met requirements which the stenographic systems had never attempted to satisfy. It offered to the merchant, the lawyer, the editor, the author, the divine, and the student, a means of correspondence, and of recording thought and events, with a velocity five-fold greater than they ever could attain by the use of common script; and upon the reporter it has at last bestowed the

means of secure and legible verbatim reporting, a power unknown before its advent; for the old stenographers were forced, almost invariably, to memorize much of their reports, and that portion of them which they did indite was illegible to all save the writer, and often even unto him. But now, by the aid of phonography, the stirring and important words of the statesman, the sacred oratory of the pulpit, and the instructive lessons of the lecturer, are being daily transferred to the note-book of the phonographer with a vivid distinctness and accuracy which, to the writer of long-hand, and even to the stenographer, must appear little less than miraculous. He who has stood beside a phonographic reporter, and beheld his steady pen paint the flying words of a rapid speaker, cannot forget the feelings of wonder and admiration which the sight never fails to call forth. And when we inform the reader that, even when written at verbatim speed, phonographic writing has frequently been handed to the compositor and used by him as copy from which to set type, he cannot but be ready to acknowledge that great indeed and wonderful is the boon which Mr. Isaac Pitman has bestowed upon the Anglo-Saxon race."

Interesting, indeed, is the foregoing enthusiastic tribute by his brother to the ingenuity and value of the beautiful system of phonography, as invented by Mr. Isaac Pitman. In the year 1847 phonography was introduced into the United States. In 1843 a phonetic society, consisting of persons who had learned to write it, was established in Great Britain; the object being to promote its general adoption. A similar society was established in the United States in 1849. In 1850 a phonetic council of one hun-

dred persons, from both Great Britain and America, was elected by a popular vote of the phonographers of each country, for the purpose of effecting further improvements in the art. This council had the system under revision for two years, and, it is reasonable to suppose, brought it as near perfection as is possible with its alphabetic basis.

Since this revision there have appeared several works on the art, all adopting the same alphabet, and differing chiefly in their presentation of the subject. Chief among these are Ben Pitman's, Langley's, Webster's, Munson's, Graham's, Lindsley's and Burns'. Lindsley's, called "Takigrafy," is a phonography differing from all others in its vowel system, and in a slightly differing consonant alphabet arrangement. The vowels of phonography do not admit of being written in connection with the consonants, but after the consonant outline of a word is written, the vowels, represented by dots and short dashes, are written by the side of the consonants, each by a separate movement of the pen, greatly retarding the rapidity of the writer. This style of writing constitutes what is called the corresponding style of phonography, which is at best but a slow and disconnected method of recording thought, and of little practical utility. Why most works on the art insist on the thorough mastery of the corresponding style, which must be finally laid aside for the more rapid reporting style, is, to most persons, inexplicable. The more recent systems proceed at once to the unfolding of the more rapid method. The vowels of Lindsley's Tachygraphy consist of small semicircles and short dashes, so arranged as to be written in their place as in the writing of long-hand. This arrangement of

vowels, which is an improvement on Pitman's corresponding style, however, proves too slow and difficult of execution for the purposes of reporting, and hence only an occasional vowel is used in its more rapid style. This system presents three different styles, called the Corresponding, the Note Taker's, and the Reporting Style.

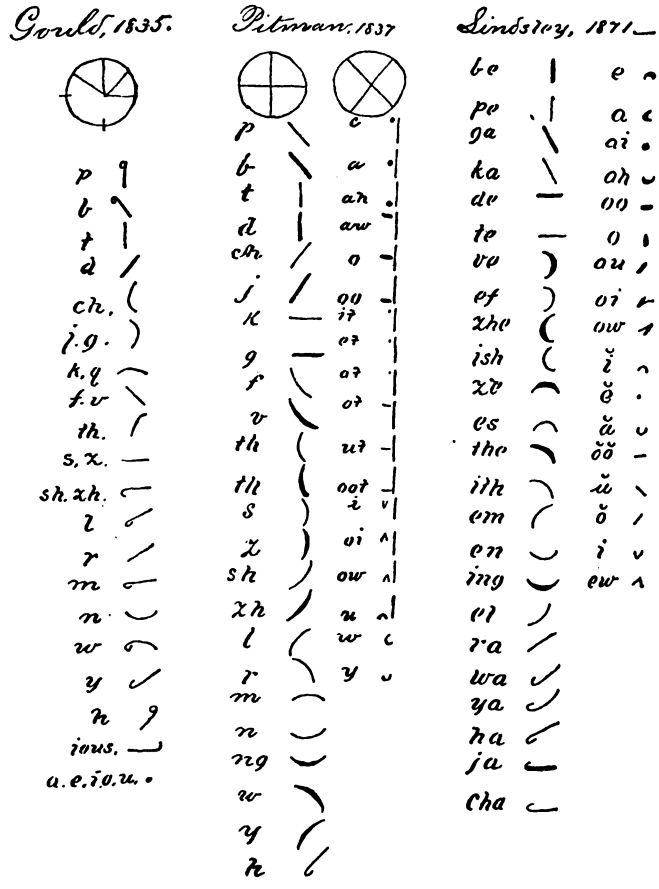
None of the existing systems of phonography are purely phonetic, but all introduce more or less of arbitrary word, prefix, suffix and phrase signs, and are to this extent stenographic. A comparison of Pitman's Phonography with the stenographies of his day will show that he adopted, but in a more definite and expanded system, the stenographic method of writing vowels. The stenographies employed a single dot for the five vowels, which, when the consonant outline of a word had been written, was placed near it to show that a vowel belonged there, leaving the reader to determine, from the context, which vowel was intended by the dot.

Pitman's change consisted in a representation of each vowel element, by a distinct dot, or dash, each of which is used precisely as the stenographer used the single dot, viz, first writing the consonant outline of the word and then placing dots for vowels. In regard to the consonants, most systems of stenography are phonic, Pitman's change consisting in a clearer phonic analysis, and a different arrangement of lines, but used in the same way. When we consider the origin of the lines used by the stenographer and by Pitman, we find that both derived their alphabetic lines from the circle with its various radii.

The following presentation of Gould's Stenography,

which appeared in 1831, by the side of Pitman's Phonography of 1873, and Tachygraphy of 1871, will show how closely they are allied.

ALPHABETIC STENOGRAPHY AND PHONOGRAPHY AND TACHYGRAPHY COMPARED.



Let the reader here turn to page 32, and compare the alphabet of this system with these here presented.

The important feature of phonography is, that our present orthography needs a thorough remodeling; on this idea the system is founded. For thirty years have its advocates pressed its claims, and although it has proven equal, when fully mastered, to the demands of verbatim reporting, still it is as blind to the masses to-day as when first invented. Gigantic efforts have been made, openly and by insidious measures, to put it in place of our present orthography, with less prospect of success now than twenty years ago. If it was adapted to popular use, it has surely had time to demonstrate its practicability and to bestow its benedictions.

Phonography has three fundamentals which render its general introduction not only slow, but most improbable, if not quite impossible.

1. Its basis on a rigid elementary analysis of the sounds of the language, requiring as many letters as there are sounds.

2. Its unphilosophical alphabetic lines.

3. The difficulty of execution incident to those lines.

Let us consider these briefly in their order. With regard to the sounds of the language, it is clear that long practice and study are necessary to so familiarize the writer with them, that, on the utterance of a word, all its elements at once array themselves in the mind with the rapidity of thought, as is imperative for purposes of short-hand writing. Besides, many persons have difficulty both in appreciating and in uttering the elemental sounds, the ear not being sufficiently accurate in their

discrimination. Speech appeals to the ear, while writing appeals to the eye; and to so construct writing that it can reach the eye only through the ear, is to render it difficult of acquisition, if not impossible, to a large proportion of the human race.

Again, it is certain that no one can ever acquire the same readiness in the use of twenty vowel characters that he can in the use of the five, *a*, *e*, *i*, *o*, *u;* besides, already so accustomed to these that they are a part of the mental furnishing, to attempt to set them aside, and to replace them by twenty others representing nice distinctions in pronunciation, is indeed a herculean task.

2. Its unphilosophical alphabetic lines. No alphabet based on the radii of the circle, with its various arcs, can be easy to write. The circle is the most difficult of all simple forms. It is astonishing that the modern inventors of short-hand should have overlooked the experience of all nations in the writing of long-hand, in which it is clear that the efforts to secure speed have developed the forms employed, away from the circle, into the arcs and axes of the inclined ellipse. No hand at rest can rapidly execute the circle, while all easy movements of the arm, hand, and fingers, resting on the paper, form the lines of ellipses. Is it not remarkable that, after having based the alphabet on the circle, Pitman should say, in the "Reporter's Companion," "*Theoretically*, every line employed in phonography is a right line, or an arc of some circle? *Practically*, all light lines become, to the fluent writer, portions of *ellipses. The most rapid continuous line that can be described is a flattened ellipse. The greater the velocity the flatter the arc.*"

3. The difficulty of execution incident to its unphilosophical alphabetic lines.

It may be safely affirmed that no alphabetic conception, having in view the writing of words, could be more unphilosophical, because, while long-hand, with its multitude of lines, is capable of expressing the longest words of the language by a continuous line, there are but three words in the language that can be written by means of phonography in an unbroken line, and these are A, I and O.

The method of writing words by a consonant outline with disconnected vowels, each of which must be represented by its distinctive dot or dash, and placed with exquisite care in its proper position by the side of the consonant line, requires far more thought, and is more tedious, than the writing of long-hand.

And not only because the vowels cannot be written connected with each other, and with consonants, but because of their being mere dots and dashes, no contractions which may be applied to the consonant lines are applicable to them. Hence in the more rapid style of phonography the vowels are quite discarded. Again, the alternate shade and hair-lines of the phonographies are a great embarrassment to rapid writing, which the reporter can surmount only by discarding this feature, thus rendering his writing less legible. Another important difficulty in the execution of the phonographies lies in the fact that while the alphabetic lines slope in all directions, every other line is a heavy one, and to render the writing legible it must be thus written. In long-hand, the pen is carried up and down in alternate lines in the same general slope, with an occasional horizontal movement to the right, while in phonography

there is no uniformity in movement, no law of motion, the hand constantly flying to all the cardinal points, obliged in all these different directions to produce light and heavy lines in about equal number.

This grand unphilosophical defect in the arrangement, strength and direction of lines, not only produces most extravagant word forms, often extending obliquely upward or downward to extreme lengths, obliging the systems to resort to word signs to get rid of the damaging forms, but renders phonography the most difficult of all writing to execute.

Thus encumbered, phonography has not, and never can, become a common medium of writing, for to secure its measure of rapidity it burdens both the mind and the hand. Said a practical reporter of culture: "I have studied it more than I have everything else."

Said a young man of ability: "I have written phonography three years, and can accomplish one hundred and fifty words a minute, but I cannot read it."

Said Prof. Goldwin Smith, in a lecture to students at Cornell University: "It took me seven years to perfect myself in phonography."

A profound sense of the great difficulties of the present systems of short-hand, a few of which have been enumerated, impressed by years of teaching the art, in three different methods, with a desire to see rapid writing placed on a philosophical and easy basis, and adapted to general use as well as to reporting, has resulted in the following system.

Its alphabet represents the twenty-six letters of the English alphabet, each expressed by a single line, which, being

deduced from the inclined ellipse, are the easiest possible lines to execute.

They represent the same powers as the English alphabet, and are phonically used in the same way that the present alphabet is, hence they offer nothing to be learned anew, except their new form.

No heavy lines are used, except for *r*, which, being a heavy line, is added to any other line of the alphabet by making it heavy, thus combining two letters in one line. Both vowels and consonants are represented by full lines, hence the vowels are capable of any contractions that may be applied to consonants.

The oblique lines are all capable of being written either upward or downward, thus easily preserving the horizontal character of the writing. The vowels are represented by the most facile lines, hence their use both gives legibility and increases the speed of writing; indeed it is the only system in which the vowels can be advantageously written in the reporting style; the unphilosophical vowel schemes of other systems making it *necessary*, in their reporting style, to discard as much as possible the use of the vowel lines.

There are several contractions which may be added without exception to all the letters alike, forming a series of contracted forms at once original and unprecedented in their brevity. A dual vowel and consonant position scheme, by which either of the five vowels, or any one of five consonants, is absolutely represented without writing, as are also any two contractions which may occur in connection with either the vowel or consonant thus expressed, will be a surprise to all phonographers. This alphabetic scheme,

with its contractions, followed by a comprehensive series of prefixes, affixes, abbreviations, word and phrase signs, adapted to all classes of writing, and to the fullest demands of verbatim reporting, form the body of this system.

It comprises three styles of writing all growing from one root, and closely allied, viz: The full corresponding or business style, the abbreviated corresponding style, and the reporting style.

It is handed to a generous public, believing that the time which will be saved by its use, and the additional stimulus to thought which must result, warrant its introduction.

If it should be thought that the adoption of a briefer method of writing will endanger the perpetuity of longhand, it need not cause uneasiness, for whatever is worthy of being preserved will survive, while that which is not founded in advanced principles must give place to that which is.

AURORA, ILL., June 1, 1878.

CORRESPONDING STYLE.

CHAPTER I.

POSITION AND MOVEMENT IN WRITING.

To the writer of short-hand, as to the long-hand writer, correct position is of the utmost importance; both for its influence upon the health, and to promote ease and freedom of movement. Without unrestrained and easy movement there can be no boldness, no exactness nor grace in writing. There cannot be unrestrained movement without such posture as will conduce to it.

Whether, then, the writer sits or stands, the position of the entire person should be such as not only to allow the involuntary action of all the vital organs, but, also, the fullest possible freedom of all the muscles of the entire arm, hand and fingers. Thus unrestrained, writing can be continued hours without fatigue, while simply grasping the pen tightly, or resting the arm, the wrist or the hand heavily on the desk is sufficient to cause uneasiness and fatigue within a few minutes. Especially will the bending forward to the right or to the left of the head, shoulders, or trunk, so hinder the action of the vital forces as in a short time to cause a sense of unrest, cramping and impoverishing the style of writing, finally

producing permanent ungracefulness in attitude and action, with an enervated and diseased condition of the entire person.

As movement cannot but depend on the position of the writer, so the character of the writing depends on the movement. To illustrate: if the pen be so held in the fingers, and the arm so placed on the table, that the top of the pen-holder points over the shoulder, then the natural movement of the fingers will produce writing of the ordinary slope, but if the hand is rolled over to the right, so that the pen-holder points away from, instead of toward, the person, the movement of the fingers will naturally produce the back-hand style of writing, while holding the pen so that the holder is turned neither to the right nor the left, but is held in a line with the arm, will produce a style of writing nearly or quite vertical, producing lines sloped either to the right or left with equal facility.

The last-named position is the proper one for the writer of short-hand; because the alphabetic lines, instead of following a uniform direction, as in long-hand, are written in various directions, viz, vertical, horizontal, sloping to the left, and to the right; and this pose of the pen is best adapted to these varying movements.

To secure this position, lay the hand on the desk so that the knuckle of the forefinger will be turned upward, the hand and arm rolling a little to the right from the position for long-hand. The pen should be held, firmly, but not tightly, between the thumb and first two fingers, placing the end of the thumb against the holder opposite the first joint of the forefinger. The pen should extend

far enough below the fingers to touch the paper without special effort. The third and fourth fingers should bend under the hand and away from the first two, resting on the paper, thus supporting the hand, and rendering the movement of the thumb and pen-fingers freer. The arm and hand should lie on the desk, with the least possible weight, that the movement in any desired direction may be unimpeded. A heavy rest at any point will hamper that freedom of stroke necessary to all good writing, and especially so to easy short-hand. The writer must learn to avoid any rigidity of muscles caused by resting heavily, holding the pen tightly, or stiffening the arm, hand or fingers; all of which must be easy and flexible, as only under such conditions can the highest skill in execution be acquired.

It is the practice of some writers to hold the pen-holder between the first and second fingers, instead of the thumb and forefinger. This position is sufficient for the movement of the arm, but the pen between the fingers forces them apart, and the movement of each is against the pen-holder, instead of on, and in harmony with, each other; hence it should not be practiced in short-hand, in the execution of which the finger movement is so essential.

A habit of bending the fingers too much, can be easily overcome by placing the end of the thumb against the holder, opposite the first joint of the forefinger, and resolutely maintaining it in that position, entirely preventing bending of the fingers.

It is essential that the points of the pen should press equally on the paper. To accomplish this while the hand

is rolled a little to the right, it will be necessary to roll the pen in the fingers a little toward the thumb. If the writer takes the pen in his hand as above instructed, he will see that the right point touches the paper first, and if the pen is a sharp one, it will scratch the paper when moved. Let him now press down a little with the thumb, thus rolling the pen to the left, and the left point of the pen will also touch the paper, its movement becoming smooth and easy.

In sitting at a table to write, if square before it, place both arms on it, leaning slightly on the left, thus leaving the right arm free. Place the arm well on the desk across the middle of the paper, and parallel with its sides. Thus positioned, it will move with equal readiness to the right or to the left, and will be perfectly buoyant, like cork on water, possessing great power for protracted work. For a change of position, and the ease consequent to it, the right side may be turned obliquely toward the table, resting the left hand on the edge of the table or on the left arm of the chair, sitting resolutely erect to maintain a healthful posture and lightness of rest.

The short-hand writer should frequently practice writing on a book or small board placed on his knee, resting the hand and arm only on the ends of the third and fourth fingers; he should also write standing with the book or paper held on his left hand, to fit himself thus for any emergency that may accidentally arise.

Movement.— In short-hand, the movement must be both circumscribed and exact, while it is free and flowing. Flourishing has no place here; hence all the exer-

cises and all practice for the development of movement, while they tend to freedom, must result in absolute certainty of form. In long-hand, it is customary to give large, flowing, free exercises to induce a bold and off-hand execution; but in short-hand no drill can be better for the movement required than the characters themselves, which should be written singly and combined with a free but careful movement, slowly at first, steadily increasing the rate of speed as familiarity with their forms is acquired, writing always in a free-hand manner, yet with an uncompromising purpose to secure exactness in form, direction and size. The pen should neither drag nor hurry; its movement never slow, but always deliberate and decisive. Persevering practice, with careful attention to these points, will, by daily accretion of power, finally impart skill to the most obstinate muscles.

Pens.— Use only good ones, with fine but smooth firm points and flexible nibs. Such, with good paper and good ink, will, if properly handled, always produce satisfactory results.

It is impossible to specify any pen adapted to all writers, as the pen must necessarily vary in flexibility and fineness with the delicacy and sensitiveness of the hand which wields it; still, any hand will acquire power faster and more surely by the use of a delicate and well appointed instrument than with an inferior one. There is a magnetism in the action of a good pen that at once lifts the hand to its utmost power.

The following are used by the author with perfect satisfaction; viz: Gillott's Nos. 404, 303, 1, 170; Esterbrook's No. 128, with some of the Spencerian and Payson,

Dunton and Scribner's pens. A gold pen, if adapted to the hand and to the style of writing to be done, is superior to all others in ease of action and certainty of results. The author has invented and patented a first-class combined fountain pen especially for short-hand writing, which he is prepared to provide to order, adapted to the requirements of any hand. (See advertisement at the end of this volume.)

The writer should not use a heavy, large holder, nor one very highly polished, as either will impair freedom of movement. In selecting a holder, be careful to see that it does not, as many cheap holders do, pitch the pen forward. When in its place, the pen should stand true on a line with the holder. Be careful in placing it in the holder to insert it exactly in the middle of the slot and not to one side of it, as this will materially modify its action.

Use only first-class paper with the pen.

Should a pencil be used, let it be a hard one, say No. 3, and always well sharpened.

The pencil requires soft paper, else it is liable to slip, producing indefinite lines. The classical practice books that are prepared to accompany this system are adapted to the use of either pen or pencil.

CHAPTER II.

FULL CORRESPONDING STYLE.

ECLECTIC Short-hand is divided into Full Corresponding, Abbreviated Corresponding, and Reporting styles. The full style, called also the Literary and the Business style, consists in writing words without abbreviations, as in the writing of long-hand, differing from long-hand only in the use of a new alphabet. It is adapted to all cases in which short-hand is required, except that of verbatim reporting. For corresponding, business writing, sermon writing, lawyers' briefs, notes or memoranda, it is of great importance, as it can be written from four to five times as fast as long-hand, and is nearly as legible. Add to this style a few simple contractions and word signs, and the abbreviated style is attained. To acquire the full style, the student has but to learn a new alphabet, in which each letter is represented by a single line, and to learn to unite these lines in the easiest way. There are a few contractions and signs which are in themselves most simple, and are therefore added to this style. A few hours' study are sufficient to acquire it, and a little daily practice for a few weeks will render it facile. When the learner has acquired the same facility in its use that the pen of a ready writer displays in the expression of long-hand characters, he will have at his control a powerful medium for the record and

diffusion of thought, which will amply repay the effort which is necessary to its acquisition.

Abbreviated short-hand has the same alphabetic basis as the full style, but with the addition of such contractions and signs as ingenuity can suggest, and experience prove to be serviceable, for more rapid writing.

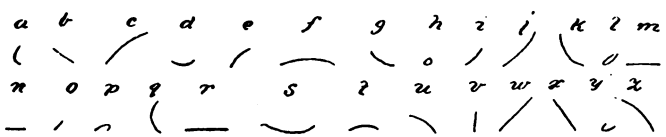
The thorough study of the full style will render progress in the abbreviated style more rapid and certain, while the mastery of the abbreviated style is a broad foundation for the reporting style.

The alphabet comprises both capital and small letters. The small letters consist of a single line each; either a simple straight line, or a single curve. Both the straight line and the curve are written in different positions; the position determining the letter. There are also two classes of lines in regard to length, the *a*, *e*, *i*, *o*, *u*, *b*, *d*, *g*, *n*, *t* and *v* being each represented by a short line, while *c*, *f*, *j*, *k*, *m*, *q*, *r*, *s*, *w*, *x* and *z* are represented by lines twice as long. The *h*, *l*, *p* and *y* are properly classed among the short-line letters.

To begin each small letter with a dot capitalizes it; thus making the capitals as simple in form as the small letters.

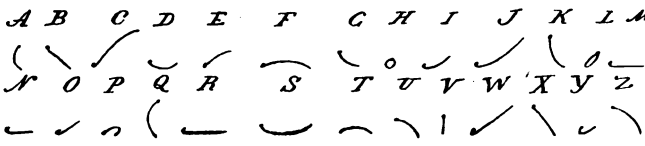
The following alphabet is given, not so much for the student's practice as to familiarize him with its general features, his practice properly beginning with Lesson I.

THE ALPHABET.



DUAL LETTERS.

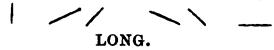
CAPITALS.



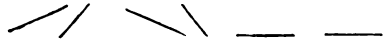
LESSON I.

STRAIGHT LINES.

SHORT.



LONG.

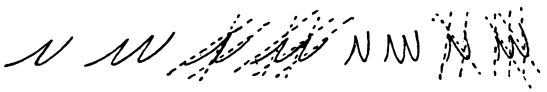


The short line is written in four different positions, viz: vertical, left oblique, right oblique, and horizontal.

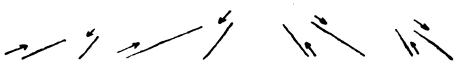
These should be practiced until the writer can make each of proper length and slope rapidly. They must be made absolutely straight. The vertical and the obliques may be made either upward or downward, and should be practiced in each direction. The *n* is always made by a movement to the right. These four short letters are uniform in length, and must be thus written.

The *b* and *o* will each vary in degree of slope as they are written upward or downward. In writing long-hand the upward lines differ in slope from the downward lines,

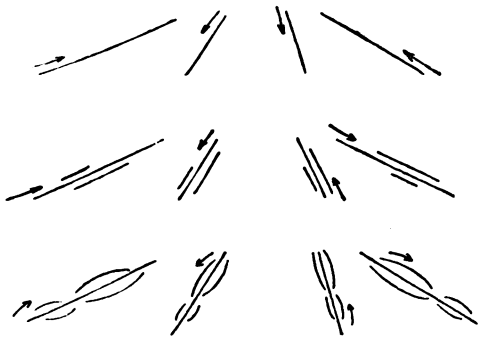
as is seen in the different lines of the *i* and *u*. When written in the common slope, the up strokes slant the most, while if written in the backward slope, the downward lines have the greater slant, as follows:



All the sloped lines of short-hand conform to the same law, which is uniform with the natural movement in writing long-hand. Hence the left obliques, *e*, *o*, *w*, *i*, *c* and *j*, if written downward, are sloped but slightly, while if written upward they are sloped at a greater angle. Let the student here refer to the following lesson in which these letters are given, to note the difference in slope of the same lines written downward or upward. This adaptation of the degree of slope in obliques, dependent on the direction in which it is written, adds greatly to the ease and rapidity of writing, and is a most important feature in this system of short-hand. *B*, *w*, *g*, *k* and *x* will slope most when written downward, corresponding with the direction of the lines in back-hand writing.



The slope of all oblique lines, whether curved or straight, dependent on the direction in which they are written, is clearly illustrated in the following cuts, in which the two slopes are represented by long lines, by the side of which are arrayed the letters with arrows indicating the direction in which the lines are written.

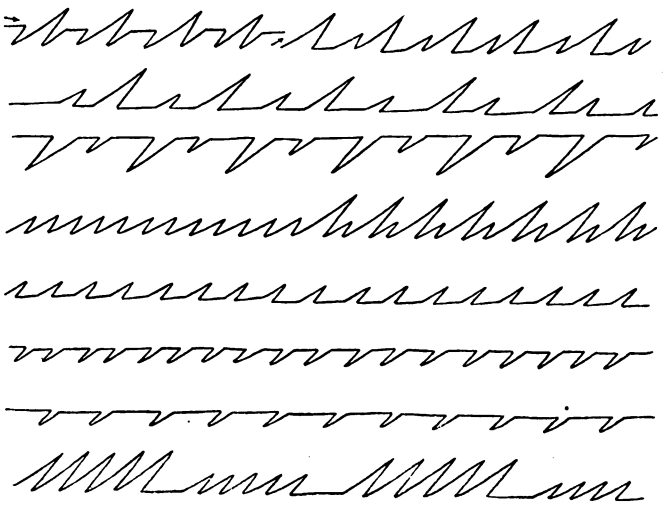


The diphthongs *au*, *aw*, *ou*, *ow*, *oi* and *oy* are represented by *a*, *o* and *i*, shaded equally from top to bottom.

The long straight line is written in three directions, viz: left oblique, right oblique, and horizontal. The slope of the obliques has been fully illustrated in the preceding remarks and diagrams. The horizontal line represents *m*, *n* and *r*, being made light for *m* and *n* and heavy for *r*.

In practicing these lines, their length must be carefully considered, and a habit of exactness in this respect formed, that the writer may always express clearly, even in his most rapid efforts, the distinction between a short and a long line.

PRACTICE EXERCISE.



LESSON II.

CURVED LINES.

SHORT.

LONG.

Short curves are written in four directions, viz: vertical, left oblique, right oblique, and horizontal, in pairs of opposite curves.

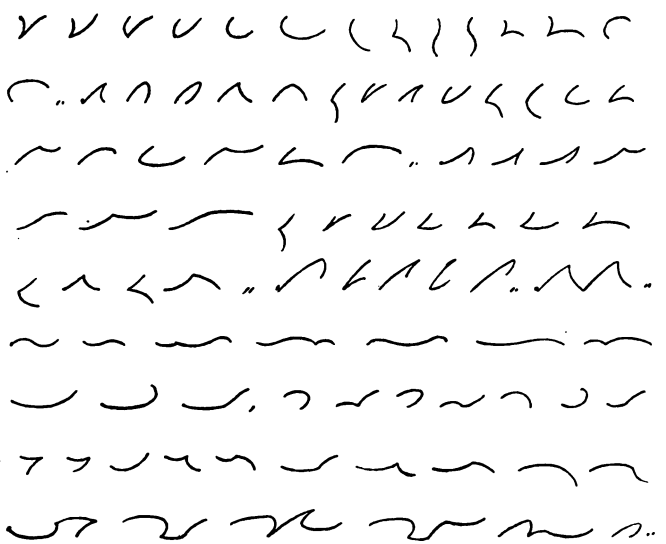
They are but slightly curved, and are of the same length as the short straight lines, with which also their slope corresponds, as already illustrated. It is not important that the degree of curve should be uniform throughout, and in

rapid writing the line is likely to curve the most near the end, which is quite allowable; care being exercised not to begin or terminate a curve with a hook, which might be mistaken for *p*, or *y*. These lines, except the *a*, conform to the same law of movement as the oblique straight lines, viz., left obliques slope most when written upward, and right obliques most when written downward.

Long Curves.—These are written in the same direction as the short curves, differing from them only in length, and the degree of curve incident to their greater length.

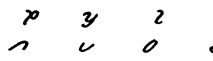
Both in short and long curves, exactness of length must be secured by rigid practice, that in rapid writing the lengths may be preserved, and thus confusion prevented.

PRACTICE EXERCISE.



LESSON III.

HOOKS, LOOP AND CIRCLE.



These are desirable forms for characters, because of their easy combination with other lines and their individuality, which renders them legible.

As in the preceding letters, care must be exercised to write them perfect, the importance of which will be more fully appreciated when the writer comes to study the contractions.

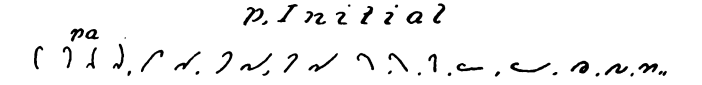
The hooks, when united with vertical and oblique lines, are always written in the same position and direction as they are when disconnected; as in the copy, viz., the *p* curved upward and the *y* curved downward. When united with horizontal lines they do not retain their natural position, but are so written as to connect directly with the horizontal letter, the two forming one line; the *p* being turned on the upper side of horizontals and the *y* on their under side. Initial hooks are written with reference to the following line; when not initial, they are always written with reference to the preceding line. The natural position of *p*, when united with vertical or with oblique lines, is at the top of the line, in which case it unites directly with the line; but if the *p* follows a line which is written downward, it is then united at an angle. The natural position of *y* is at the bottom of oblique or vertical lines, in which position it unites directly; but when following an upward line, it is united at an angle.

In the following exercise the hooks, both initial and

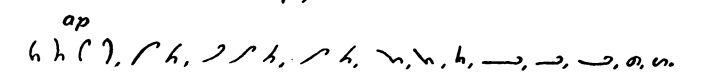
final, are presented in connection with the various lines. They are connected with long lines in precisely the same manner as with short ones, hence they are given only in connection with one class.

PRACTICE EXERCISE.

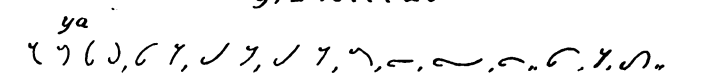
p, Initial



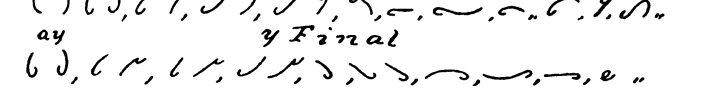
p, Final



y, Initial



y Final

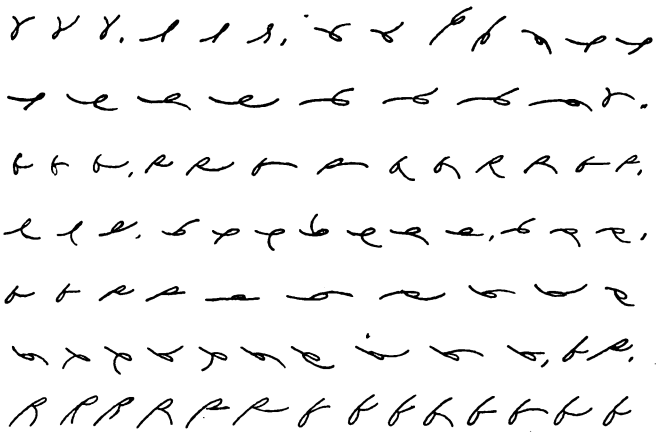


The loop represents l. In its connection with other letters it is not made an independent loop, but is turned on the letter with which it is connected, the letter forming one side of the loop. When united with curves, it is written on their inner or concave side.

PRACTICE EXERCISE.

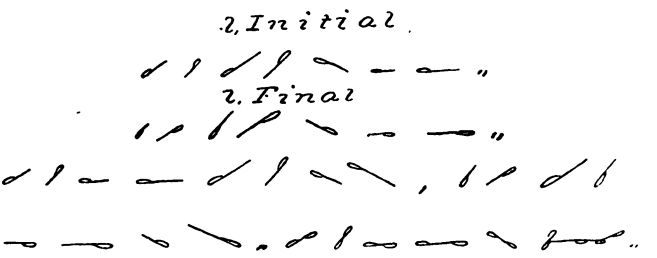
In writing *l* between two letters, it should be united in the simplest way. It may often be looped between them, adding nothing to the difficulty of execution; but in case it cannot be thus written, it is turned back on the letter preceding it.

PRACTICE EXERCISE.



In attaching *l* initial to straight lines, it is written on the left side of straight obliques and the *v*, and on the upper side of horizontal straight lines; but when it is final, it is written on the right of straight obliques and on the under side of straight horizontals.

PRACTICE EXERCISE.



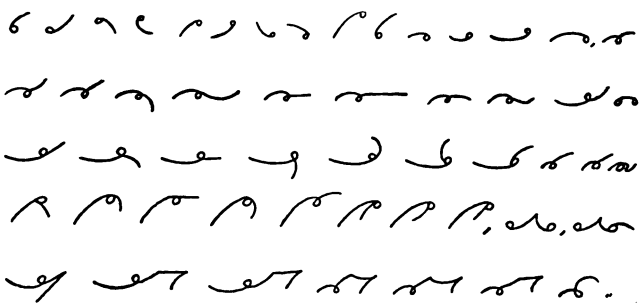
The preceding so nearly cover all the different cases of

combinations, that the thoughtful student will, after fully comprehending them, find no difficulty in the use of *l*.

The circle represents h, which, when initial, is written with reference to the following line, and when final, with reference to the preceding letter. When connected with a curve, it is written on its concave side; when initial to a straight line, it is written on its left or upper side, and when final, on its under or right side.

The following illustrations are sufficient to clearly develop its different positions and connections.

PRACTICE EXERCISE.



M AND N.

These letters running in the same direction are distinguished when united by a slight upward tick, as follows:

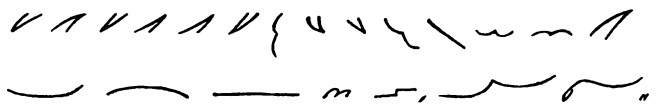
ILLUSTRATIONS.

DOUBLE LETTERS.

S, *f*, *m*, and sometimes *b*, are doubled by being made twice their usual lengths, while all the other letters are

doubled by writing two letters. In short-hand, double letters are written only when they are necessary to distinct pronunciation.

ILLUSTRATIONS.



LESSON IV.

SHADING FOR R.

The *r*, being the only shaded letter, suggests the shading of any other letter to attach *r*. Hence, to prefix *r* to a letter, shade it at its beginning; to affix *r*, shade it at the end, the shade expressing *r*.

Exceptions.—The *r* seldom precedes *p*, hence this letter is usually shaded only to affix *r*.

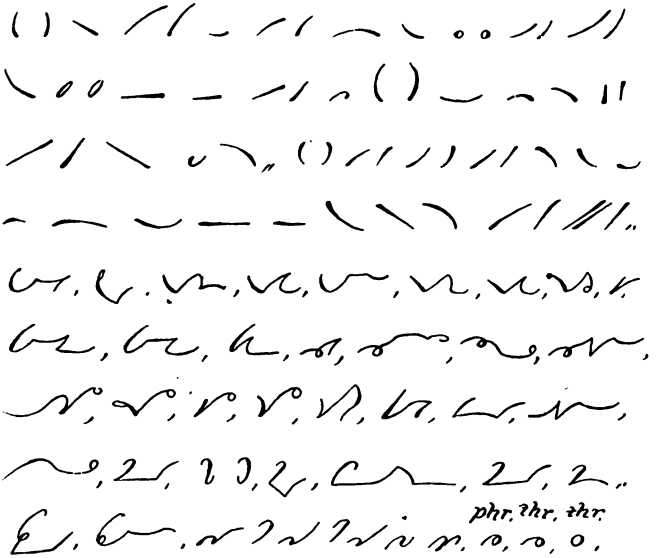
It seldom follows *y*, hence the *y* is usually shaded to prefix *r*.

The *r* seldom follows *l*, hence it is usually shaded to prefix it. It seldom precedes *h*, hence it is usually shaded to affix *r*; but either the *h* or *l* may be shaded on the left to prefix and on the right to affix *r*.

To the unskillful hand exact shading may seem at first to be difficult, but practice will soon render it easy. It is quite necessary to exact shading that the writer should use a limber pen.

The following exercise, fully illustrating the shading to add *r*, should be carefully studied and repeatedly written.

PRACTICE EXERCISE.



WRITING EXERCISE.

Read, road, rod, ruddy, rust, rear, roar, rumor, rivalry, robbery, render, wander, warden, word, wordy, wren, wrest, rend, rent, rift, rash, greet, green, grapery, graphic, grope, agree, argue, augur, german, grief, grain, grand, fresh, freer, fry, french, frill, from, freckle, three, thrift, thrill, thrall, thrust, thrum, throw, shrine, shrink, shrimp, shrill, express, expire, exercises, excoriate, excrescence, drive, dry, drum, try, tree, trip, trumpet, strive, stretch, stranger, story, stir, tear.

AC.

The following contraction might be delayed until a

later part of the work, and placed among other contractions, were it not for its relation to the next succeeding contraction.

As we have two lines to represent *a*, and either can be written with equal facility, both upward and downward, it is quite practicable to dispense with one of them; hence, hereafter the right *a* will be used to represent *ac*, the left *a* being used for *a*. (See Dual Letters, p. 33.)

In accordance with the principle of the following paragraph, *ac* made half length becomes *act*, and shaded it expresses *actor*.

HALVING FOR T AND D.

These letters are of such frequent occurrence, that some contraction which shall render their expression more brief is desirable; and they are so similar in their power that in most systems of short-hand the same contraction answers for both; but it is considered desirable to discriminate between them, and in this system, although the mode of contraction for *t* and *d* is similar to that of other systems, still it is generally so applied as to distinguish them.

The short-line letters, except *t* and *d*, are halved to add *t* or *d*. To distinguish which is added, the *d* attaches to the halved obliques when written at their greater slope, while the *t* attaches to the halved obliques written at their least slope; that is, the expression of *t* or *d* by the halved obliques depends on the slope at which they are written—*t* attaching to slight and *d* to intense slopes. Only *t* attaches to halved *a*, *d* being added by writing the character *d* almost as easily as to make *a* alone.

At the beginning of a word, to halve an oblique or vertical letter, and write it downward prefixes, while to write upward affixes the *t* or *d*. The beginning of a word is the only case in which it is important to represent them prefixed; hence, in the midst of a word, halving always affixes them, the halved oblique being written up or down as may secure the better word form.

HALVED OBLIQUES.

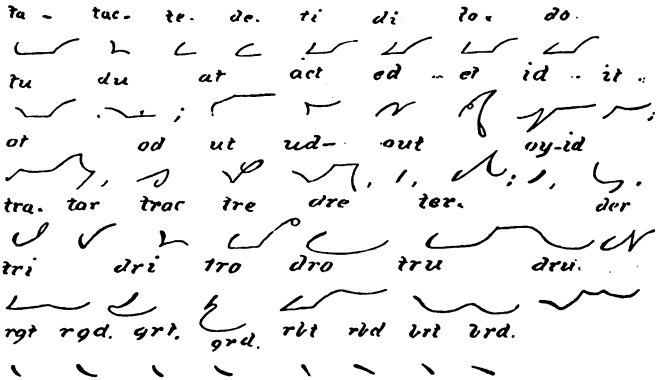
Exceptions.— *g* and *b* are not immediately preceded by either *t* or *d*; hence, when halved, they may be written upward or downward at discretion, always, however, affixing the *t* or *d* by halving them.

These contractions may seem to the writer to require very short lines and nice distinctions, but he will soon become familiar with and find them not only easy of application, but of great importance to brevity.

No difficulty will arise to the reader in determining whether a letter has been written upward or downward, its connection with the letter following always indicating the direction in which it was written.

The r is added to the halved, as it is to the full length lines, by shading them. Words frequently begin with *tr* or *dr*, followed by a vowel, as in trust, dream, etc. In such cases the vowel is begun with a shade and written downward half length, the *r* reading between the *t* or *d* and the vowel. To place the *r* so that it will read last, terminate the letter to which it is attached by a shade.

ILLUSTRATIONS.


ta tac te de ti di to do
tu du at act ed et id it
ot od ut ud out oy-id
tra tar trac tre dre ter der
tri dri tro dro tru dru
rgt rgd grt grd rlt rld lrt lrd

T OR D ADDED TO LONG LETTERS.

The longer letters cannot be simply halved to add *t* or *d*, because they would conflict with the short obliques; hence, to add *t* or *d* to *c*, *w*, *j*, *k*, *x*, *z* or *m*, write them half length, and finish with a light *vertical tick*, making the tick heavy to add *r*.

If *r* occurs between the long oblique and the *t* or *d*, it is indicated by shading the halved line, if it follows the *t* or *d*, shade, the tick.

The t or d are neither halved to add the other, because they are both short lines and unite easily.

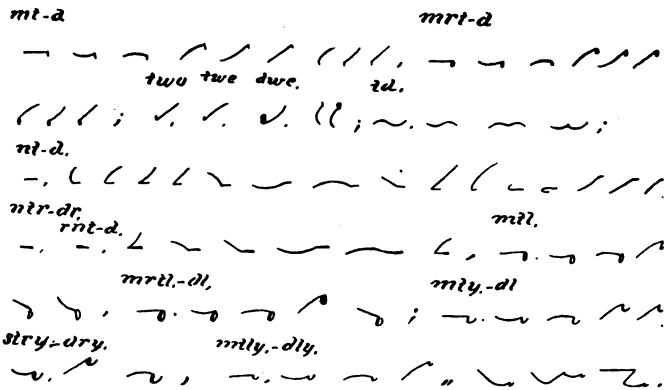
In words beginning with *t*, *d* or *r*, the second or third letter, except in case of *w*, is always a vowel, which, being a short letter, no contraction is necessary for *prefixing* either of these letters to a long letter.

Initial tw and dw are represented by the *t* or *d* tick written downward; this combination is always followed by a vowel.

If the tick for *t* or *d* is to be followed by *l* or *y*, omit the tick, and write the *l* or *y* vertically to indicate the vertical tick, thus suggesting the *t* or *d*. Shade either of them to add *r*.

The last line of the following illustration shows the addition of *l* to *y* by making the *y* minute. See *pl*, *yl*, *hl*, etc., page 48.

ILLUSTRATIONS.



To add t or d to s and f, they may be made half length and the tick added, or they may be made minute, half the length of *t* or *d*, and the tick omitted.

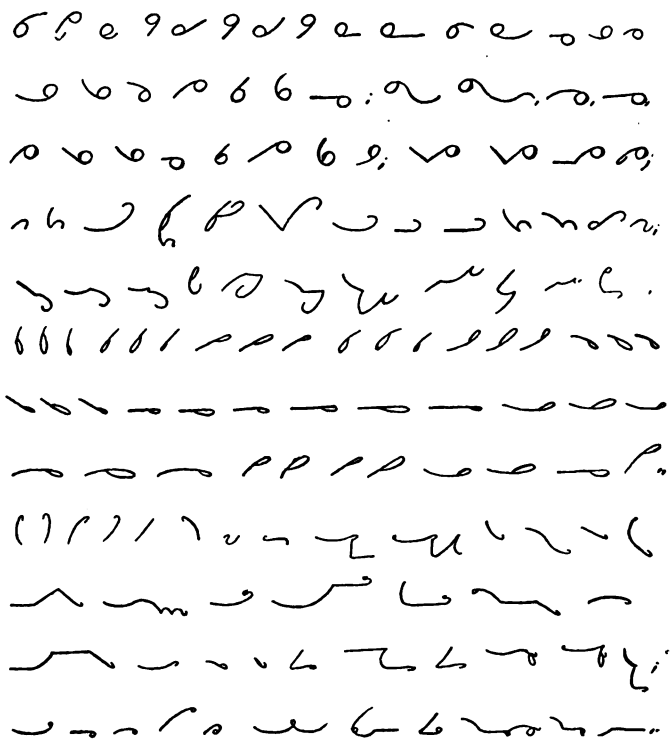
N is halved to add either *t* or *d*. In these cases, the word and the context will in most cases sufficiently indicate which letter is suggested by the halving.

The h, p, y and l are enlarged to add *t* or *d*, being made about twice their usual size. The usual size of *l* is half the length of a short letter, enlarged it is made nearly the full length of a short letter.

The p, y, h and l are also diminished to prefix or to affix *l*, making *pl*, *yl*, *hl*, *ll*, *lp*, or *ly*, according to the case, the context in all cases enabling the reader to determine the purpose of the writer.

R is added to either of these combinations by shading.

ILLUSTRATIONS.



WRITING EXERCISE.

Ta, da, te, de, ti, di, to, do, tu, du, bt, bd, gt, gd, hd, ft,

fd, jt, jd, kt, kd, let, led, lit, lid, lot, lod, lut, lud, mt, md, nt, nd, pt, pat, pad, pet, ped, pit, pid, pot, pod, put, pud, qt, qd, rt, st, sd, tt, td, dt, dd, ct, cd, vt, vd, wt, wd, xt, xd, yt, yd, yat, yad, yet, yed, yit, yid, yot, yod, yut, yud, zt, zd, and, end, ind, ond, und, ast, est, ist, ost, ust, fist, lest, missed, most, cast, fastest, pressed, opposed, raft, rift, engaged, rugged, winged, round, rend, rind, felt, fold, filled, failed, tend, tinned, tanned, toned, tuned, spurned, moaned, loaned groaned.

LESSON V.

EQUIVALENTS AND CONTRACTIONS.

There are some long syllables in the English language that may be sufficiently expressed for pronunciation by writing for them some equivalent letter or letters—that is, some letter or letters which will give the same sound as the syllable, as in the words though, enough, which are quite plainly indicated by tho, enuf. The letters thus used are called equivalents.

The following list presents some of the most important equivalents. Their use may be by some considered disastrous to good spelling, but no well-balanced mind can easily be stripped of its fundamental knowledge by the use of briefer methods, in any department of work. If, however, the writer does not wish to acquire the more rapid results of short-hand, or is afraid of contracting bad habits in spelling, he may write all syllables in full. But for short-hand purposes, the equivalents are very available, and are the more important as they do not impair the legibility of the writing.

LIST OF COMBINATIONS AND EQUIVALENTS.

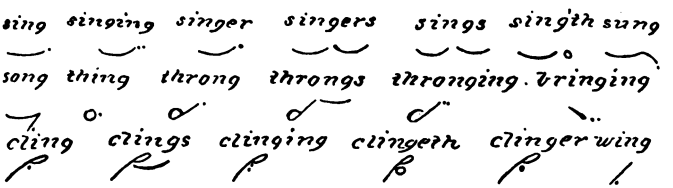
Combination.	*Equivalent.*	*Illustration.*
ai	*a*	ail .....al
ay		say .....sa
ey		they .....tha
ei		feint.....fant
eigh		neigh .....na
ea	*e*	each .....ech
ei		either.....ethr
ee		feel.....fel
eo		feoff.....fef
ae		ætna.....etna
ie		belief.....belef
igh	*i*	high.....hi
ie	*y*	convenient..convenynt
io	*y*	onion.....onyn
iou	*yu*	rebellious...rebelyus
eau	*o*	beau .....bo
ou		pour .....por
ow		sow.....so
ough		though.....tho
oo		book.....bok
ough	*ow*	plough.....plow
ough	*uf*	enough.....enuf
eau	*u*	beauty.....buty
eu		neuter.....nutr
ew		few.....fu
ui		fruit.....frut
ou		pious.....pius
ex	*x*	extra.....xtra
cks	*x*	wicks.....wix
ment	*mnt*	comment...comnt
ness	*ns*	fullness.....fulns
ugh	*f*	laugh.....laf
gn	*n*	gnat.....nat
mb	*m*	comb.....com
tion	*shn*	mention....mnshn
cion		coercion....corshn
sion		evasion .....evashn
cean		ocean .....oshn
cian		musician....musishn

Combination.	*Equivalent.*	*Illustration.*
cient	*shnt*	transient .....transhnt
tious, *cious*, *sious*, *scious*	*shs*	cautious .....caushs precious .....preshs pretentious....pretnshs conscious .....conshs
sent	*snt*	consent .....cnsnt
cent	*cnt*	accent .....accnt
cence	*cns*	munificence ...munficns
sense	*sns*	nonsense .....nonsns
less	*ls*	endless .....endls
mur	*mr*	murmur .....mrmr
ousness	*sns*	mysteriousness.mysterisns
ghteous	*chs*	righteous .....richs
com	*cm*	comment.....cmnt
con	*cn*	content. .....cntnt
ongue	*ung*	tongue .....tung
per	*pr*	perform .....prfrm
pur, *pose*	*pr*, *ps*	purpose.....prps
phth	*t*	phthisic.....tisic
ps	*s*	psalm .....sam
ph	*f*	phlegm .....flem
ph	*v*	phial .....vial

In addition to the above contractions, the writer can omit all silent letters, and generally one of double letters.

For ng, or ing, a dot is made at the end of the preceding letter; for *nging* or *inging*, two dots; if *ng* or *ing* is followed by other letters, no dot is made, but the pen is lifted and the letter following *ing* is begun at the place of the dot, the break suggesting the *ing*. If the *ing* is followed by *r* the dot is made heavy.

ILLUSTRATIONS.


sing singing singer singers sings singth sung
song thing throng throngs thronging bringing
cling clings clinging clingeth clinger wing

E may be omitted after *b*, as the pronunciation of *b* suggests an *e*. Write the word being, bing; begin, bgin; belong, blong, etc.

WRITING LESSON.

Ail, aid, aim, air, bail, claim; say, lay, may, pay, hay, gray, pray, stay; obey, convey, survey, purvey, they; neigh, sleigh, eight, freight, weight; said, laid, paid, staid, raid; each, teach, reach, preach; either; feel, reel, peel, keel, steel; Ætna, Cæsar; belief, believe, retrieve, achieve; convenient, lenient; onion, bunion, reunion, pinion, opinion; sigh, high, nigh; light, right, fright, plight, sight, tight, wright; sow, below, row, flow, glow, hollow, fellow; pour, four; though, borough, borrow, morrow, sorrow, furrow, furlough; through, slough; plough; enough, tough, cough, trough, laugh; extra, exert, exist, excite, extend; wicks, tricks, bricks; comment, cement, demented, compliment, supplement, implement; fullness, sameness, tameness, calmness, fastness; gnat, sign, malign, condign, gnaw, gneiss; comb, tomb; action, nation, rational, mention, intention, vocation, coercion, ascension, evasion, ocean, ancient; cautious, precious, vivacious, conscious; consent, present, resent, accent, descend, descent, munificence, magnificence, nonsense, insensible; endless, careless, fearless, childless;

murmurer, murder, mural, mysteriousness, comment, commend, complain, comprise, compress, compose; confuse, contend, concern, connect, consist; perform, permit, per cent; purpose, pursue, purchase; phthisic; psalm.

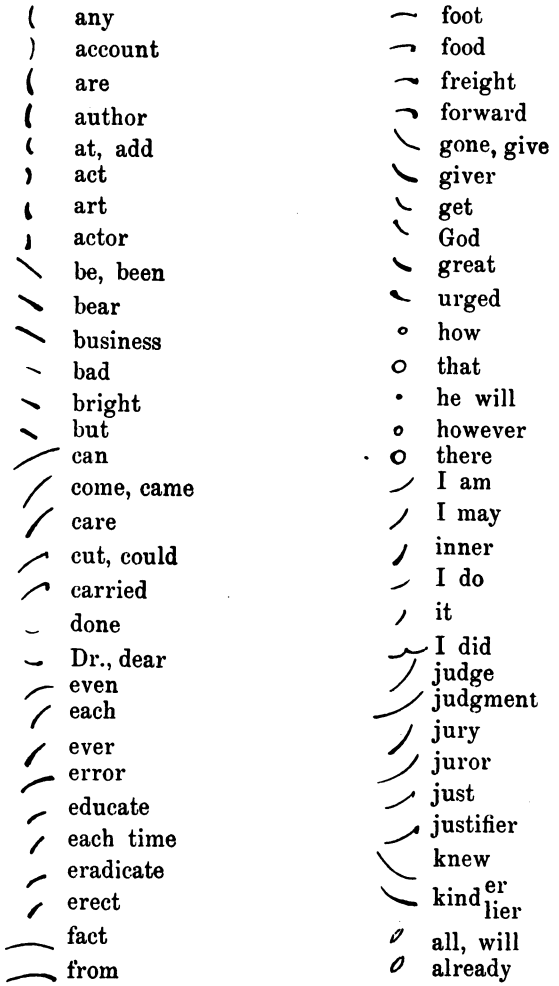
LESSON VI.

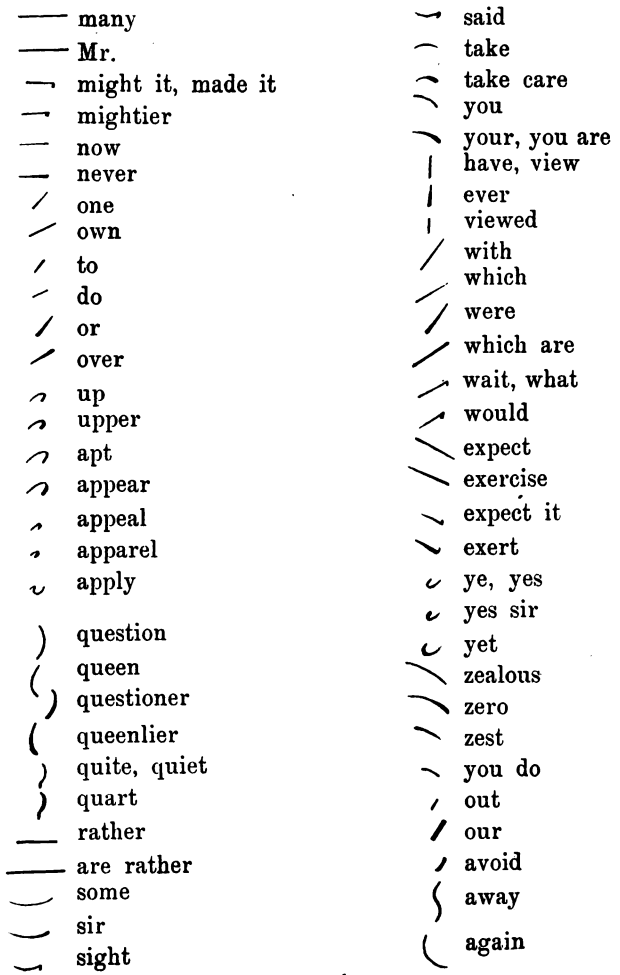
WORD SIGNS.

A word sign is a brief representation of a word, consisting of some prominent letter, or combination of letters, which enter into the formation of the word. The following list is made up, first, of the letters of the alphabet, which are each used to suggest some word in common use; next, the shaded letters are used, making a class of *r* word signs, and the halved letters are used, making a class of *t* and *d* signs. Last, a few signs are used which consist of combinations of letters. These signs should always be written on the line, that they may not conflict with signs which are written in position, some above, others across, and still others below, the line of writing.

Those word signs which consist of a single letter, representing as they do but a single element of the word, are the least suggestive of the several classes, while the combination signs, in some cases quite spell, and in all cases clearly suggest, the words which they represent.

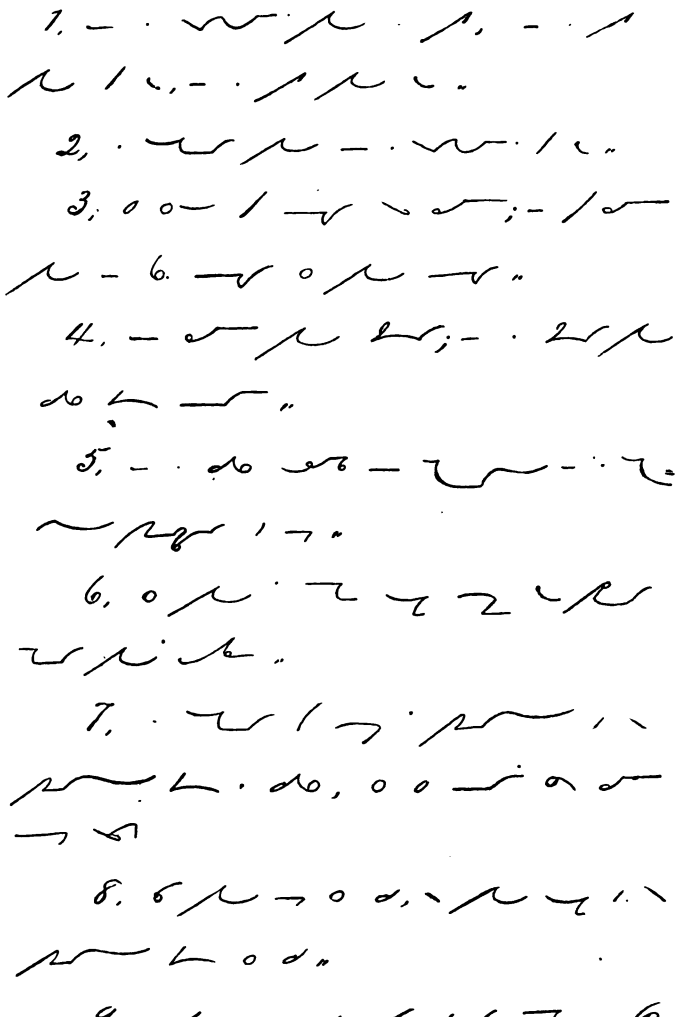
The use of word signs, by the most rapid stenographers, is carried to a great extent, and in Part III of this work due attention is given to this important feature of the art.

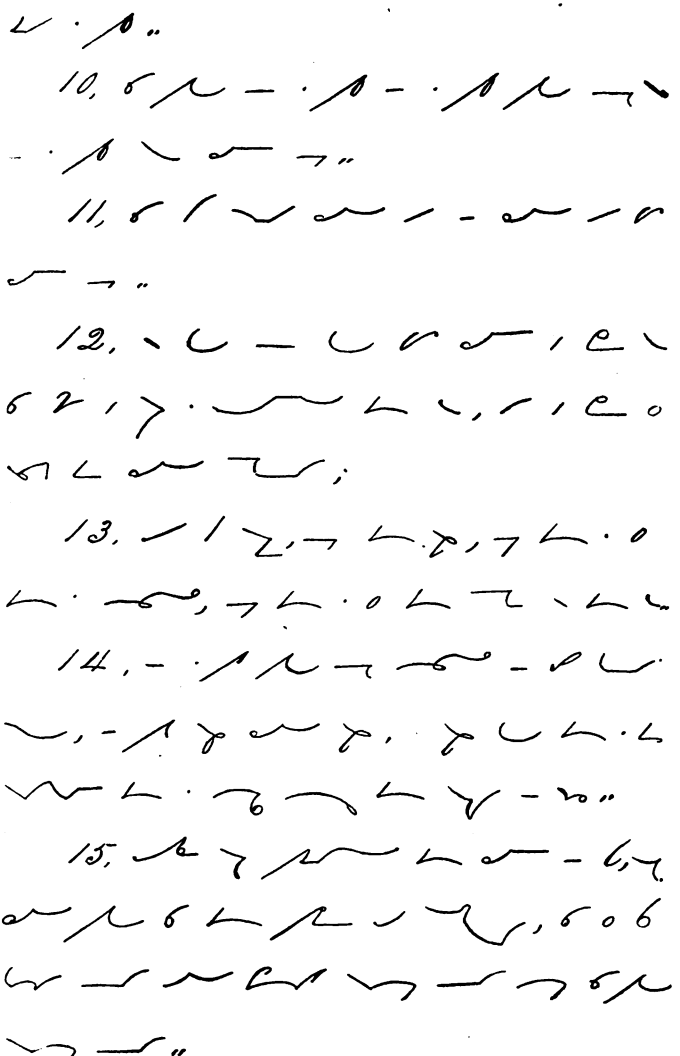

any
account
are
author
at, add
act
art
actor
be, been
bear
business
bad
bright
but
can
come, came
care
cut, could
carried
done
Dr., dear
even
each
ever
error
educate
each time
eradicate
erect
fact
from
foot
food
freight
forward
gone, give
giver
get
God
great
urged
how
that
he will
however
there
I am
I may
inner
I do
it
I did
judge
judgment
jury
juror
just
justifier
knew
kind er lier
all, will
already


many
Mr.
might it, made it
mightier
now
never
one
own
to
do
or
over
up
upper
apt
appear
appeal
apparel
apply
question
queen
questioner
queenlier
quite, quiet
quart
rather
are rather
some
sir
sight
said
take
take care
you
your, you are
have, view
ever
viewed
with
which
were
which are
wait, what
would
expect
exercise
expect it
exert
ye, yes
yes sir
yet
zealous
zero
zest
you do
out
our
avoid
away
again

READING AND WRITING LESSON.

ST. JOHN i, 1–15.





ABBREVIATED STYLE.

CHAPTER I.

WORD AND PHRASE SIGNS.

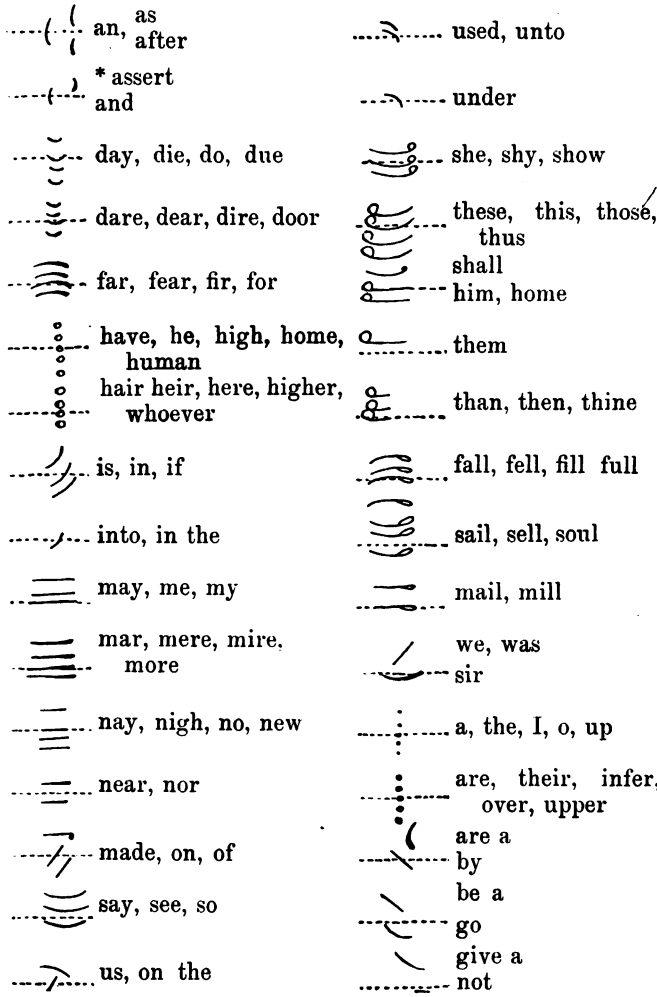
THIS style, based on the preceding, differs from it only in the addition of a few Position Word Signs, and a short list of simple Phrase Signs.

LESSON I.

POSITION WORD SIGNS.

This class properly belongs to the reporting style, hence but few, and those of the most obvious character, are given. There are five positions in which signs are written, viz: across the line on which the writing is placed, just above this line, still farther above it, just below the line, and still farther below it. The principle on which they are thus written is fully explained in Part III, chapter 1. The following signs are all written in their proper position, that the pupil may fully understand them. A dotted line represents the line, with reference to which the signs are placed.

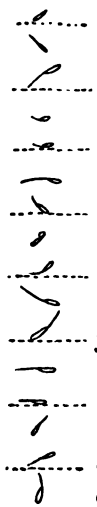
POSITION WORD SIGNS.



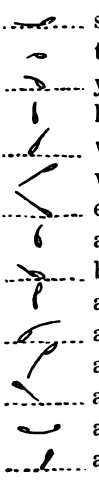
* This contraction should curve in the opposite direction.

LESSON II.

PHRASE SIGNS.

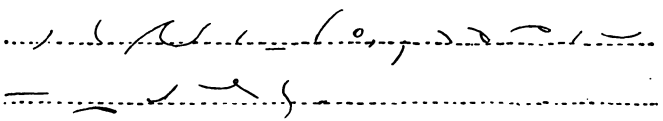


all, will
be well—all
can all—well
do all
do well
if—of all,
give all
how well, will
I will
know all, knew well
judge all
may—all well
in all
one will
own all
question will



some will
take well
you will
have all
with all
which will
expect all
are all
bear all
all are
all can
all come
all be, will be
all shall
all our

It is well in committing the signs to improvise and write short sentences or phrases containing the words represented by the signs, using the signs as in the following sentence: "In any case do not come here; if you do you will fail to see me, for I shall be away."



CHAPTER II.

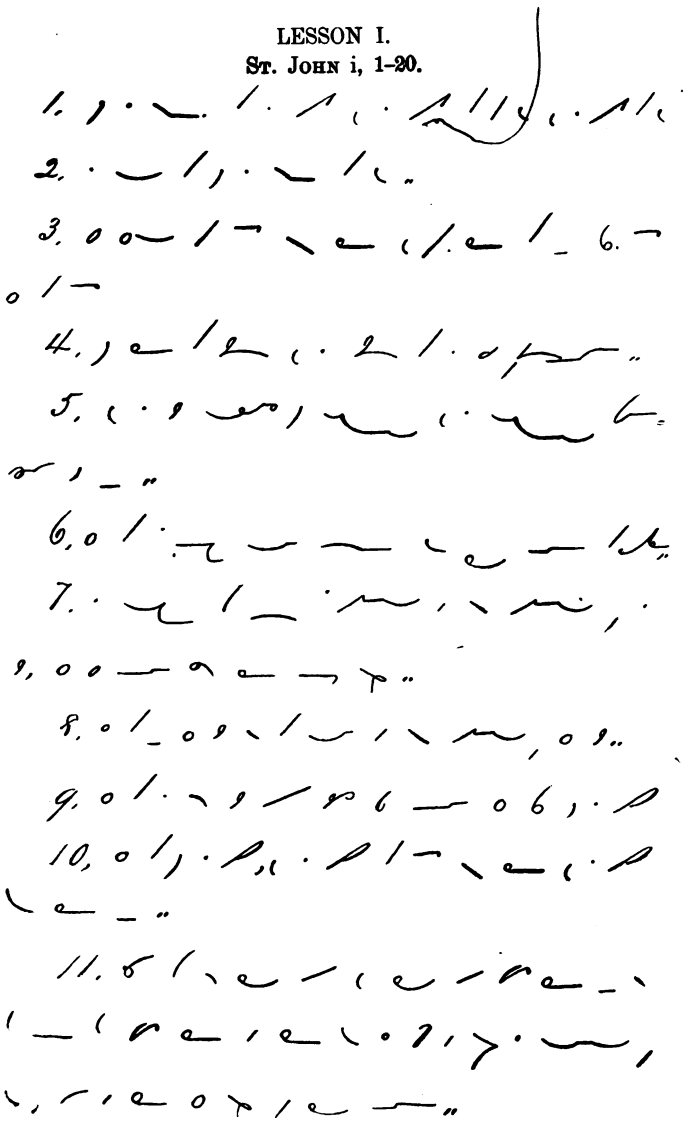
READING AND WRITING LESSONS.

In the six lessons of the preceding chapter are presented instructions which, thoroughly familiarized, will enable the writer to express his thoughts with from one-fifth to one-eighth as many lines as would be necessary to their expression by means of long-hand. So much depends on perfect familiarity with the letters and their combinations, and with the various contractions and signs, that the writer should review and re-review; constantly writing them, until as ready in their use as in the characters of long-hand, his pen can render them like a flowing stream.

The writing lessons which follow should be repeatedly written, with a thoughtful effort to secure the best word forms, and invariably read. When these lessons have been passed through thus thoroughly, the writer will find his practice greatly accelerated by the use of the "Reporters' Classical Practice Books," which are prepared to accompany this manual of short-hand. If he is practicing for purposes of reporting, he should immediately take up, and as rapidly as possible master, the reporting style, not dwelling long on the literary style.

LESSON I.

ST. JOHN i, 1-20.



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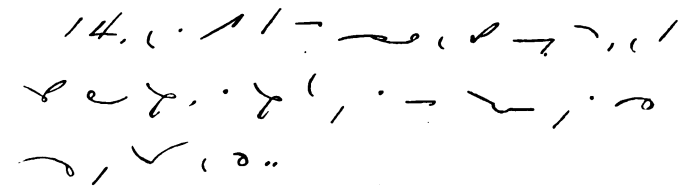
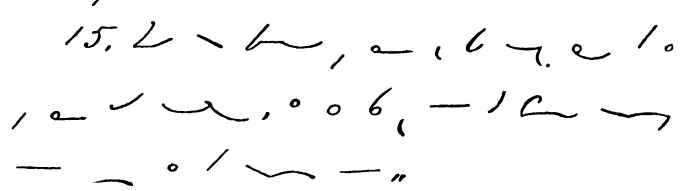
14. 

15. 

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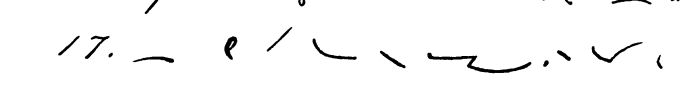
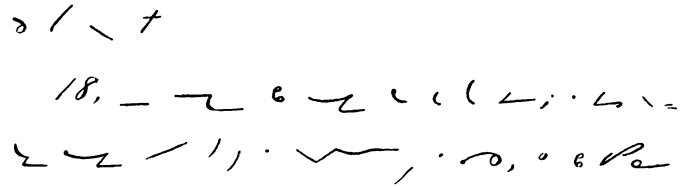
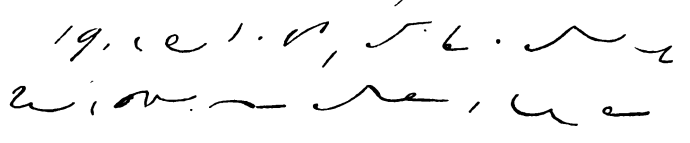
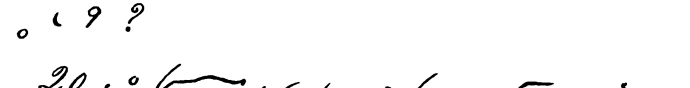
17. 

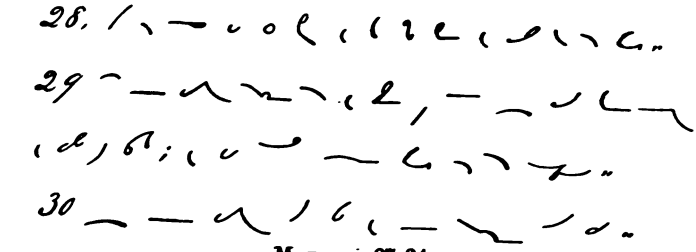
18. 

19. 

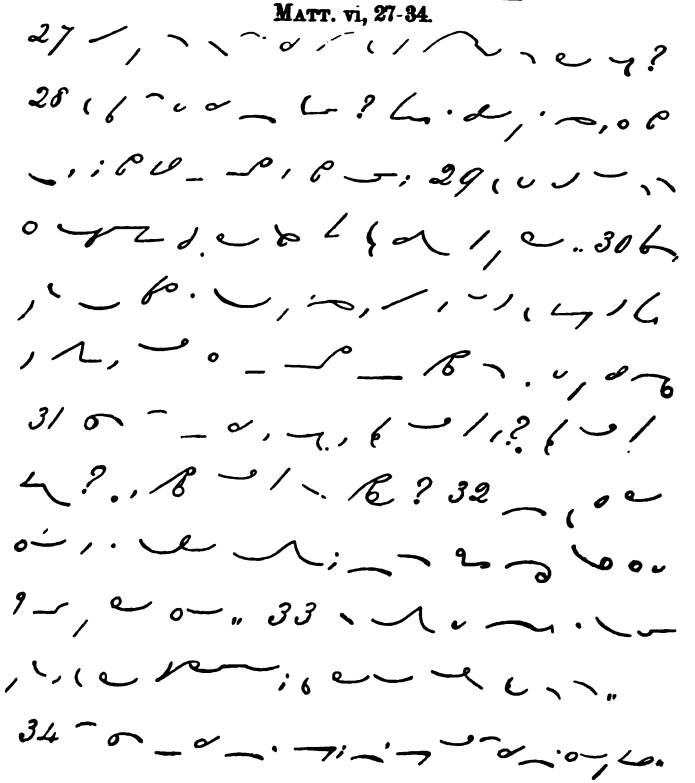
20. 

LESSON II.

Matt. ii, 28-30.

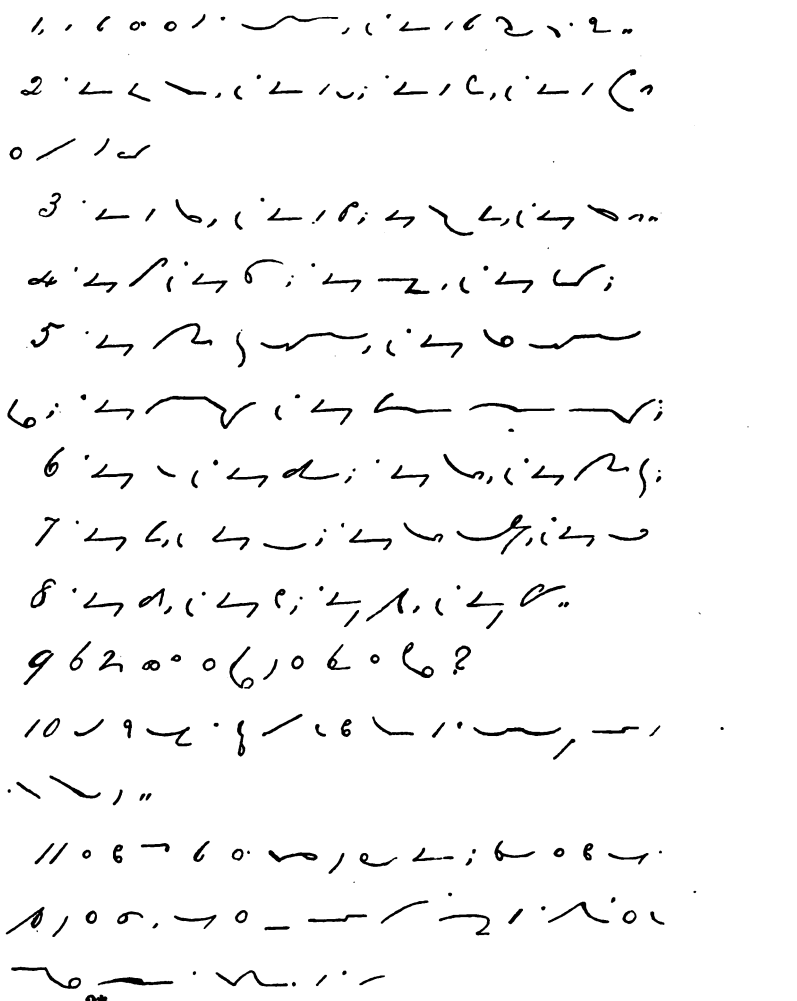


Matt. vi, 27-34.



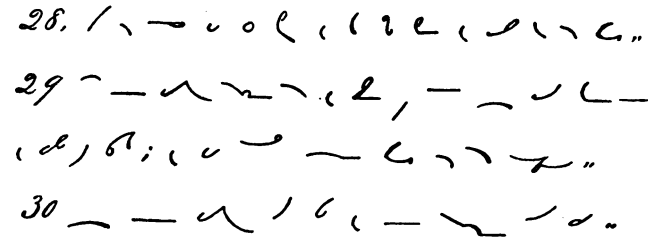
LESSON III.

Ecclesiastes iii.

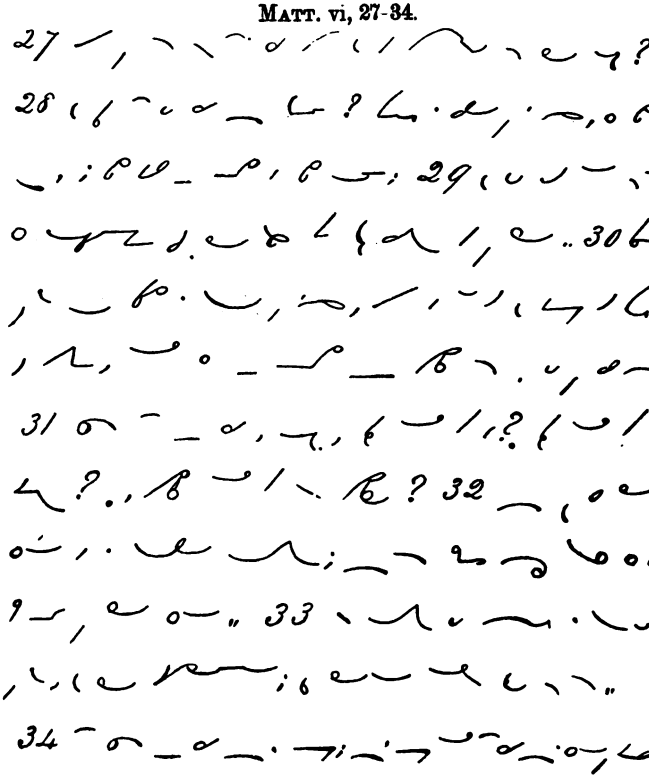


LESSON II.

MATT. ii, 28-30.

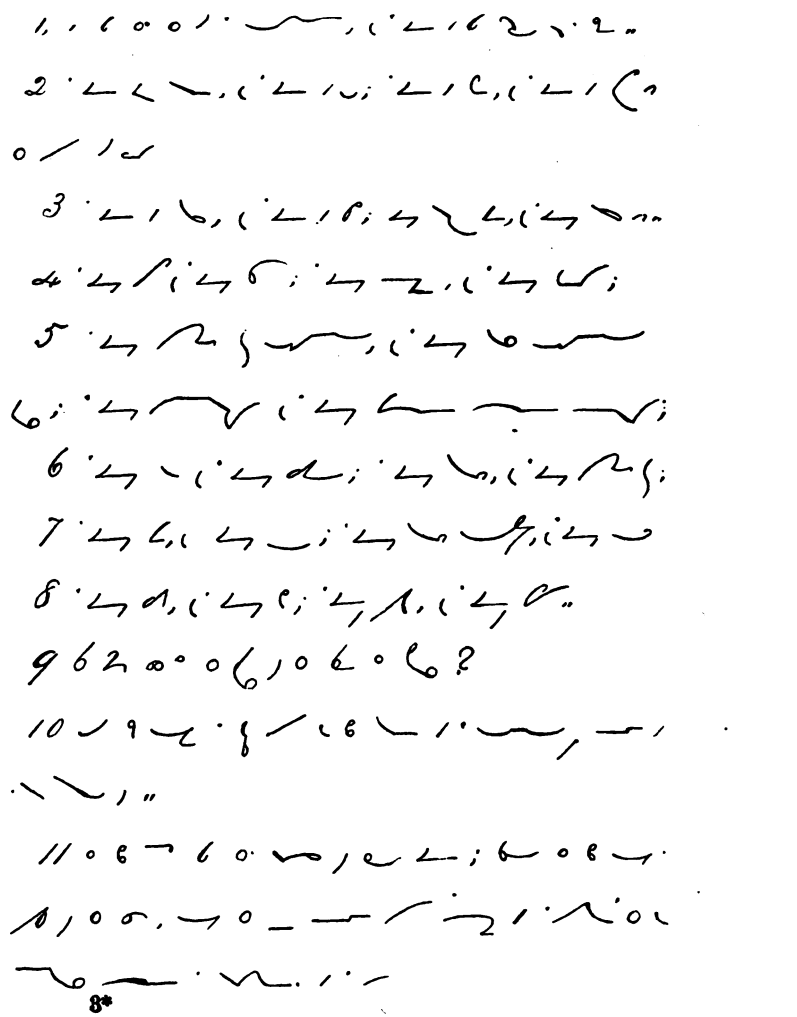


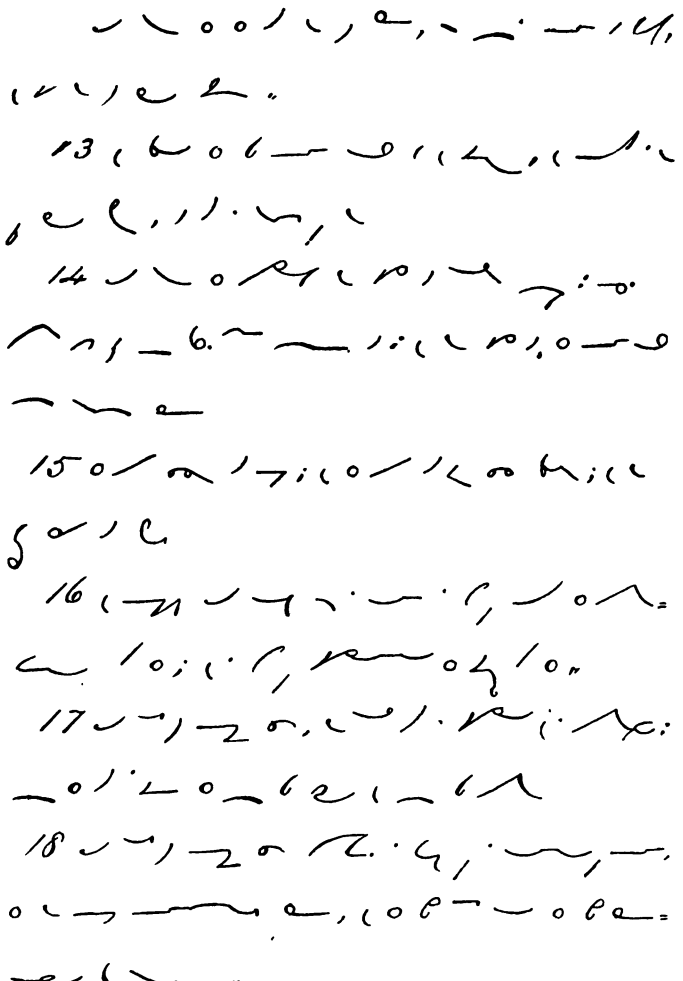
MATT. vi, 27-34.

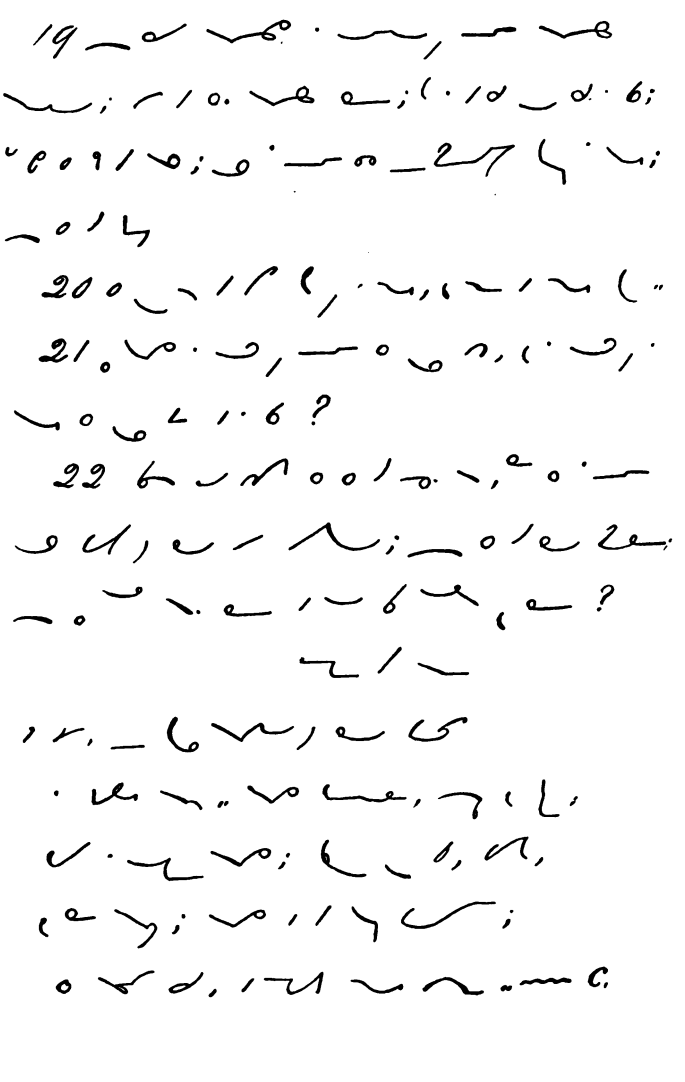


LESSON III.

Ecclesiastes iii.



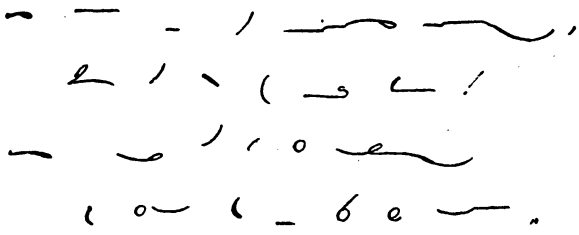




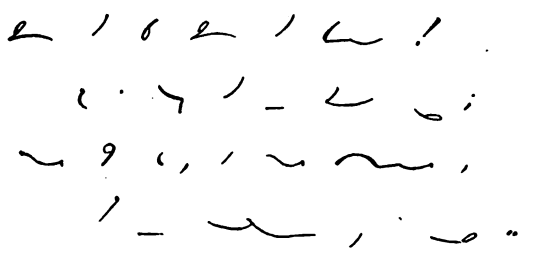
LESSON IV.

A PSALM OF LIFE.

Tell me not, in mournful numbers,
Life is but an empty dream!
For the soul is dead that slumbers,
And things are not what they seem.



Life is real! Life is earnest!
And the grave is not its goal;
Dust thou art, to dust returnest,
Was not spoken of the soul.



Not enjoyment, and not sorrow,
Is our destined end or way;

But to act that each to-morrow
Find us farther than to-day.

Art is long and Time is fleeting,
And our hearts, though stout and brave,
Still, like muffled drums, are beating
Funeral marches to the grave.

In the world's broad field of battle,
In the bivouac of life,
Be not like dumb, driven cattle!
Be a hero in the strife!

Trust no Future, howe'er pleasant!
Let the dead Past bury its dead!
Act — act in the living Present!
Heart within, and God o'erhead!

Lives of great men all remind us
We can make our lives sublime,
And, departing, leave behind us
Footprints on the sands of time;—

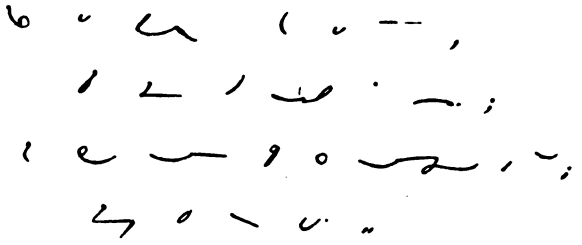
Footprints that perhaps another,
Sailing o'er life's solemn main,
A forlorn and shipwrecked brother,
Seeing, shall take heart again.

Let us, then, be up and doing,
With a heart for any fate,
Still achieving, still pursuing,
Learn to labor and to wait.

HENRY WORDSWORTH LONGFELLOW.

TIME.

Gather ye rosebuds as ye may,
Old Time is still a flying;
And this same hour that smiles to-day,
To-morrow will be dying.



The glorious lamp of heaven, the sun,
The higher he's a getting,
The sooner will his race be run,
And nearer he's to setting.

The age is best which is the first,
When youth and blood are warmer;
But being spent, the worse or worst
Time still succeeds the former.

Then be not coy, but use your time,
And while ye may, go marry;
For having lost but once your prime,
You may forever tarry.

ROBERT HERRICK.

LESSON V.

DISAPPOINTMENT THE LOT OF ALL.

Uneasiness and disappointment are inseparable, in some degree, from every state on earth.

Were it in the power of the world to render those who attach themselves to it satisfied and happy, you might then, I admit, have some title to complain if you found yourselves placed upon worse terms in the service of God. But this is so far from being the case that, among the multitude who devote themselves to earthly pleasure, you will not find a single person who has completely attained his aim.

Inquire into the condition of the high and the low, of the gay and the serious, of the men of business and the men of pleasure, and you shall behold them all occupied in supplying some want, or in removing some distress. No man is pleased with being precisely what he is. Everywhere there is a void, generally; even in the most prosperous life, there is some corner possessed by sorrow.

He who is engaged in business, pines for leisure. He who enjoys leisure, languishes for want of employment. In a single state, we envy the comforts of a family. In conjugal life, we are chagrined by domestic cares. In a safe station, we regret the want of objects for enterprise. In an enterprising life, we lament the want of safety. It is the doom of man that his sky should never be free from all clouds. He is at present in an exile and fallen state. The objects which surround him are beneath his native dignity. God has tinged them all with vanity on purpose to make him feel that this is not his rest; that here he is not in his proper place nor arrived at his true honor.

NATIONAL ANTHEM.

The little brown squirrel hops in the corn,
The cricket quaintly sings;
The emerald pigeon nods his head,
And the shad in the river springs;
The dainty sunflower hangs its head
On the shore of the summer sea;
And better far that I were dead,
If Maud did not love me.

I love the squirrel that hops in the corn,
And the cricket that quaintly sings;
And the emerald pigeon that nods his head,
And the shad that gaily springs;
I love the dainty sunflower, too,
And Maud with her snowy breast;
I love them all — but I love — I love —
I love my country best.

THOMAS BAILEY ALDRICH.

LESSON VI.

SPRING.

Dip down upon the northern shore,
O sweet new year, delaying long;
Thou doest expectant nature wrong;
Delaying long, delay no more.

What stays thee from the clouded noons,
Thy sweetness from its proper place?
Can trouble live with April days,
Or sadness in the summer moons?

Bring orchis, bring the foxglove spire,
The little speedwell's darling blue,
Deep tulips dashed with fiery dew,
Laburnums, dropping-wells of fire.

O thou new year, delaying long,
Delayest the sorrow in my blood
That longs to burst from a frozen bud,
And flood a fresher throat with song.

Now fades the last long streak of snow;
Now bourgeons every maze of quick
About the flowering squares, and thick
By ashen roots the violets blow.

Now rings the woodland loud and long,
The distance takes a lovelier hue,
And drowned in yonder living blue,
The lark becomes a sightless song.

Now dance the lights on lawn and lea,
The flocks are whiter down the vale,
And milkier every milky sail
On widening stream or distant sea.

Where now the seamew pipes or dives,
In yonder greening gleam, and fly
The happy birds, that change their sky
To build and brood, that live their lives.

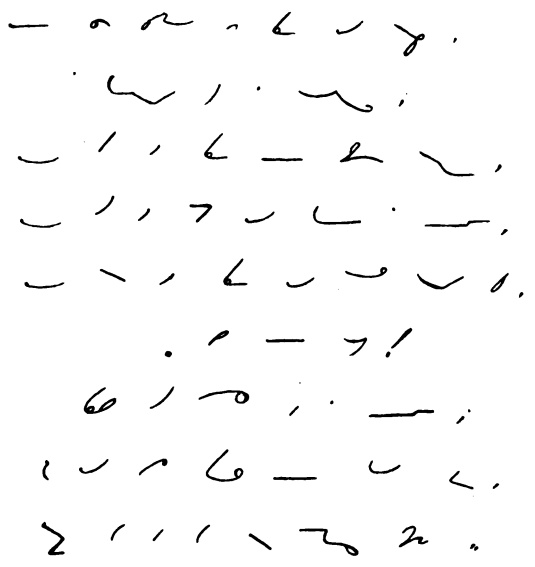
From land to land, and in my breast,
Spring wakens too; and my regret
Becomes an April violet,
And buds and blossoms like the rest.

ALFRED TENNYSON.

THE RAINBOW.

My heart leaps up when I behold
A rainbow in the sky;
So was it when my life began,
So is it now I am a man,
So be it when I shall grow old,
Or let me die!
The child is father to the man;
And I could wish my days to be
Bound each to each by natural piety.

WILLIAM WORDSWORTH.



THE MOSS ROSE.

The angel of the flowers, one day,
Beneath a rose tree sleeping lay,—
That spirit to whose charge 'tis given
To bathe young buds in dews of heaven
Awakening from his light repose,
The angel whispered to the rose.
"O fondest object of my care,
Still fairest found, where all are fair;
For the sweet shade thou givest to me
Ask what thou wilt, 'tis granted thee."
"Then," said the rose, with deepened glow,
"On me another grace bestow."
The spirit paused in silent thought,—
What grace was there that flower had not?
'Twas but a moment — o'er the rose
A veil of moss the angel throws,
And, robed in nature's simplest weed,
Could there a flower that rose exceed?

KRUMMACHER.

LESSON VII.

THE LOVE OF GAIN.

It is much to be regretted that, in the present state of things, there is no period of man's age in which his virtue is not exposed to perils. Pleasure lays its snares for youth; and after the season of youthful follies is past, other temptations, no less formidable to virtue, presently arise. The love of pleasure is succeeded by the passion for interest. In this passion the whole mind is too often

absorbed, and the change thereby induced on the character is of no amiable kind. Amidst the excesses of youth virtuous affections often remain.

The attachments of friendship, the love of honor, and the warmth of sensibility give a degree of luster to the character and cover many a failing. But interest, when it is become the ruling principle, both debases the mind and hardens the heart. It deadens the feelings of everything that is sublime or refined. It contracts the affections within a narrow circle, and extinguishes all those sparks of generosity and tenderness which once glowed in the breast.

BLAIR.

THOU ART, O GOD.

Thou art, O God, the life and light
Of all this wondrous world we see;
Its glow by day, its smile by night,
Are but reflections caught from Thee.
Where'er we turn Thy glories shine,
And all things fair and bright are thine!

When day, with farewell beam, delays
Among the opening clouds of even,
And we can almost think we gaze
Through golden vistas into heaven,
Those hues that make the sun's decline
So soft, so radiant, Lord, are thine.

When night with wings of starry gloom
O'ershadows all the earth and skies
Like some dark, beauteous bird, whose plume
Is sparkling with unnumbered eyes,—

That sacred gloom, those fires divine,
So grand, so countless, Lord, are thine.

When youthful spring around us breathes,
Thy Spirit warms her fragrant sigh;
And every flower the summer wreathes
Is born beneath that kindling eye.
Where'er we turn thy glories shine,
And all things fair and bright are thine.

BURNS.

LESSON VIII.

FRAGMENT.

And sweet it is to see, in summer time,
The daring goats upon a rocky hill,
Climb here and there, still browsing as they climb;
While far below, on rugged pipe and shrill,
The master vents his pain; or homely rhyme
He chants; now changing place, now standing still.
While his beloved, cold of heart, and stern,
Looks from the shade in sober unconcern.

Nor less another sight do I admire —
The rural family round their hut of clay;
Some spread the table, and some light the fire,
Beneath the household rock in open day;
The ass's colt with panniers some attire;
Some tend the bristly hogs with fondling play.
This with delighted heart the old man sees,
Sits out of doors and suns himself with ease.

The outward image speaks the inner mind—
Peace without hatred, which no care can fret;
Entire contentment in their plow they find,
Nor home return until the sun be set;
No bolts they have, their houses are resigned
To Fortune—let her take what she can get.
A hearty meal then crowns the happy day,
And sound sleep follows on a bed of hay.

In that condition Envy is unknown,
And haughtiness was never there a guest;
They only crave some meadow overgrown
With herbage that is greener than the rest.
The plow's a sovereign treasure of their own,
The glittering share the gem they deem the best;
A pair of panniers serves them for buffette,
Trenchers and porringers for golden plate.

O Avarice blind, O mean and base desires
Of those who pass the gifts of Nature by!
For gold alone your wretched pride aspires,
Restless for gold from land to land ye fly.
And what shall quench your never sated fires,
Ye slaves of Envy, Sloth, and Luxury,
Who think not, while ye plot another's wrong,
"Man wants but little, nor that little long?"

They in old time who drank the streamlet clear,
And fed upon the fruits which nature sent,
They should be your example, should appear
Beacons on which your eyes should still be bent.

O listen to my voice with willing ear!
The peasant with his herds enjoys content;
While he who rules the world, himself unblest,
Still wants and wishes, and is not at rest.

Wealth, sad at heart the while, and full of dread,
Goes all adorned with gems, and gay with gold;
And every cloud which passeth overhead,
As ominous of change doth she behold.
But Poverty her happy days hath led,
Vexed with no hope to have, nor fear to hold;
Amid the woods in homely weeds bedight,
She knows no cares, no quarrels, no affright.

Milk, herbs and water always at command,
The peasant recks not of superfluous stores;
He counts his gains upon his callous hand,
No other book is needed for his scores;
Troubled with no account of ships or land,
No usurer's guiles he suffers and deplores;
He knows not in the world that such things be,
Nor vainly strives with fortune — no, not he.

If the cow calved, and if the yearling grew,
Enough for all his wishes fortune yields;
He honors God, and fears and loves him too;
His prayers are for his flocks, and herds, and fields;
The doubt — the how, the why, that fearful crew,—
Disturb not him, whom his low station shields;
And favored for his simple truth by Heaven,
The little that he humbly asks is given.

MICHAEL ANGELO.

REPORTING STYLE.

CHAPTER I.

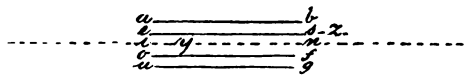
POSITION.

In the various systems of phonography several vowels are represented by writing the consonant outline in different positions with reference to the line of writing, but as the vowels are numerous it is impossible thus to represent all of them, hence each position is used to represent either of several vowels, leaving to the context to determine which; thus materially impairing the legibility of the writing.

In this system the vowels are each represented by a distinct line, instead of a mere dot or dash, as in other systems; and as these vowel lines can be written in their proper place, in connection with the consonants, there is no *necessity* for the representation of vowels by position; still, as there are but five vowels to represent, and five positions with reference to the line of writing are easily determined, and their use will in many cases add to the brevity without detracting from the legibility of the writing; therefore five positions are determined, each of which represents both a vowel and a consonant.

The five positions represent, respectively, the vowels *a*, *e*, *i and y*, *o*, *u*, and the consonants *b*, *s and z*, *n*, *f*, *g*.

The location of each of the five positions is indicated in the following cut.



It will be seen that the position of *n*, *i* or *y* is on or across the line on which the writing stands; the position for *e*, *s* or *z* is just above the line; that of *a*, *b* still farther above it; that of *o*, *f* is just below the line, and that of *u*, *g* is still lower.

The idea of position is not that these different letters must be written each in its position, but that any letter written in either of these five positions adds to itself the letter of the position.

As each position represents both a vowel and a consonant, therefore any *vowel* written on a position takes the *consonant* of the position after it, or any *consonant* written on a position takes the *vowel* of the position after it; thus, *a* written across the line takes *n* after it, reading *an; o* written across the line reads *on; i* across the line reads *in; s* written across the line takes the vowel after it and reads *si; m* written in the various positions reads *ma*, *me*, *mi* or *my*, *mo*, *mu; e* written in the various positions reads *eb*, *es* or *ez*, *en*, *ef*, *eg*.

The positions are used to express only the second letter of a word, and are employed in writing words beginning with a vowel, followed by *b*, *s*, *n*, *f* or *g*, and words which begin with any consonant followed by one of the vowels; thus, for the word *man*, *m* is written on the *a* position and the *n* attached to it. In reading, as in writing, the *m* is

first read, then the vowel on whose position the *m* is written, and last the *n*. In writing *agent*, the *a* is written on *g* position and followed by *nt;* the *e* may be omitted, because it is nearly or quite silent. These two cases serve to illustrate the writing of all words whose second letter is a vowel or *b*, *s*, *z*, *n*, *f* or *g*.

In the case of words beginning with consonantal combinations such as *fl*, *pl*, *sl*, *sh*, *sn*, *sm*, *sp*, *sc*, *sk*, *sq*, *st*, *pr*, *th*, *ch*, etc., or *shr*, *chr*, *scr*, *str*, *spr*, etc., the combination is written in position for the vowel which follows it; as *fly* is represented by *fl* on *y* place; *thy* by *th* on *y* place; *pray* by *pr* on *a* place; *glow* by *gl* on *o* place; *chrome* by *chrm* on *o* place; *blame* by *blm* on *a* place; *screw* by *scr* on *u place.*

The use of the position to indicate in some cases the second, and in other cases the third or fourth, letter of a word, may give rise to ambiguity in reading such similar words as *slo*, *sole*, *glu*, *gull*, *flay*, *fail*, *play*, *pale*, *pray*, *pair*, etc. In these cases it is obvious the consonantal combinations are the same, and if it is to be written in position for either the second or third letter of a word, then *sl* on *o* place may be either *sole* or *slo; gl* on *u* place may be *gull* or *glue*, etc. If words were to be written separately, so that the context could not assist to determine their orthography, then would this ambiguity seem to be formidable, but the context in such cases so plainly indicating the correct orthography and pronunciation, renders the ambiguity of these outlines of slight importance.

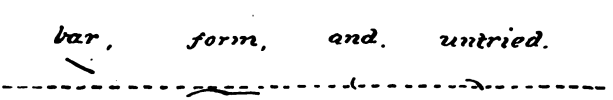
From these cases it will plainly appear that when a digraph, as *pr*, *fr*, or a trigraph, as *shl*, *chr*, etc., is written in position, it is to take the letter of the position which is most readily suggested by the combination and context.

In case of *pr*, it may be a vowel between the *p* and *r*, making *per*, *par*, *pir*, *por* or *pur*, or it may be a vowel after the *r*, making *pra*, *pre*, *pri*, *pro* or *pru*. In case of *shl*, it is evident the vowel will occur between the *h* and *l*, making *shal*, *shel*, *shil*, *shol* or *shul*.

It frequently occurs that the position letter is followed by *r*, *t* or *d*. In such cases the letter written in position is halved or shaded, as the case may be, the contraction being used to add the *r*, *t* or *d* to the position letter instead of to the letter which is halved or shaded, as in the word *fate*, the *f* halved, and with the tick added, is written on *a* place, the halving to indicate the *t* following the position letter; for *under*, *u* halved and shaded at the end, is written on *n* place.

The pupil must clearly distinguish the difference between halving obliques written in position and those which are written without reference to position, as a halved vowel beginning a word, and written without reference to position, is written downward to prefix, or upward to affix, the *t* or *d;* while the halved vowel written in position, and beginning a word, whether written upward or downward, indicates a *t* or *d* following the position letter.

ILLUSTRATION.



R beginning a word is followed by a vowel, except *h*, in such words as *rheum*, *rhomb*, etc. If the second letter is a vowel, write the third letter, which is usually a

consonant, on the vowel place, beginning it with the shade, thus placing the *r* on the vowel place; as in the word *rose*, write the *s* begun with a shade on the *o* place, and read *ros*. If the third letter is a vowel, as in the word *road*, it is likely to be silent and need not be written. The dot prefixes *sw* and *sp*, with the angles *sn sm*, etc., are written in position for a following vowel, as, *sweet* is represented by *sw* on *e* place followed by *t; snore* is represented by *sn* on *o* place, followed by *re*.

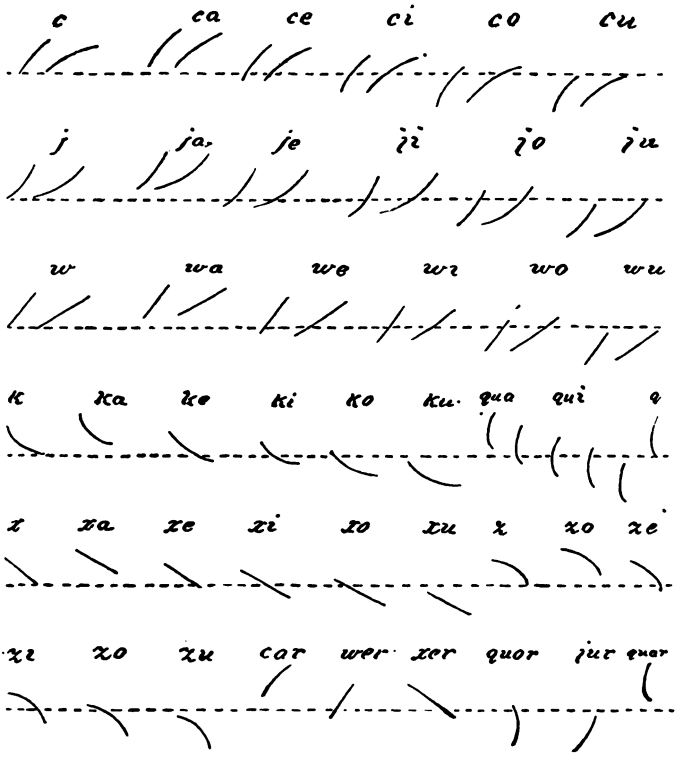
Any prefix may be written in position for a following vowel or position consonant.

The *f* and *s* written in position to indicate a *t* or *d* following the position letter, should be halved and the tick added, instead of writing them very minute, as they are written when not in position, that they may not be confounded with the miniature word signs *if*, *of*, and *is*, *as*, which are always written in position except in phrases.

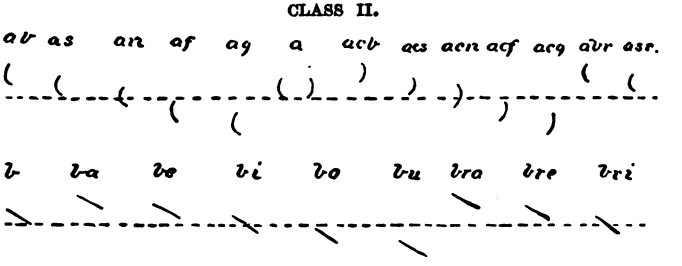
The *t* tick, used for initial *tw* or *dw*, may be written in position for the following vowel, and shaded to express an *r* following the vowel, as in *dwarf*, the tick shaded is written on *a* place and *f* attached.

There are three general classes of lines, each of which requires special manipulation in writing them in position, viz: I, Long obliques; II, Short obliques and the loop; III, Horizontals with the hooks and the circle.

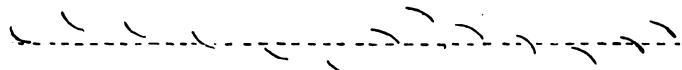
CLASS I.



CLASS II.



g ga ge gi go gu u ul us un ug unr



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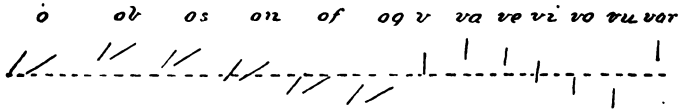
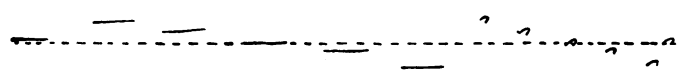
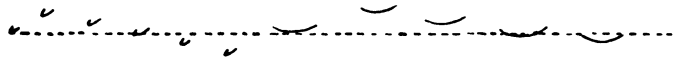


CLASS III.

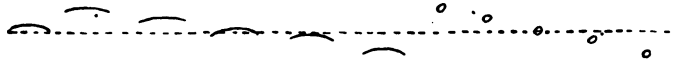
m ma me mi mo mu pa pe pi po pu



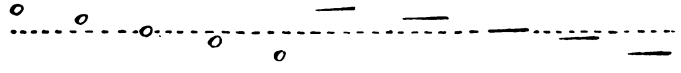
ya ye yi yo yu s sa se si so su



sa se si so su ha he hi ho hu



thra mar



far sar
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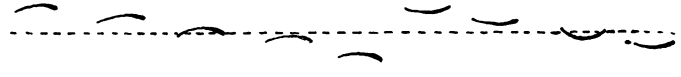
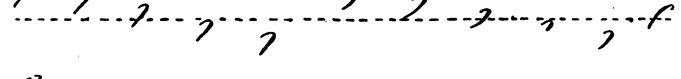
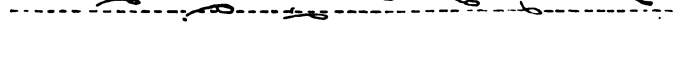


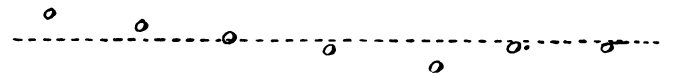
prao prai
paro pari



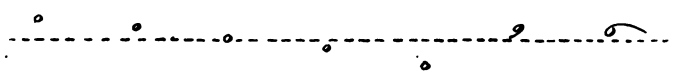
fla gla gar
fal gal gra



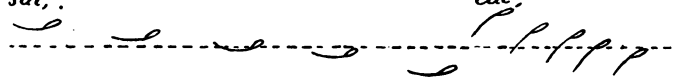
thra, thre, throing, throne,



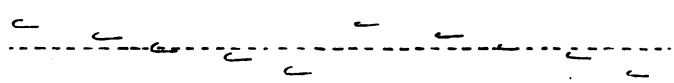
har, her, herit herof



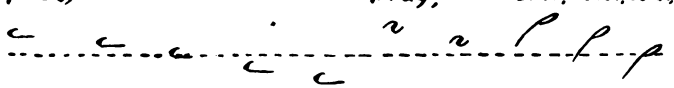
sla sal, cla cal,



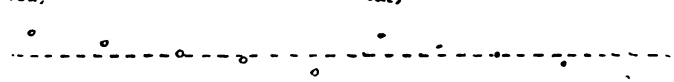
pan, plan,



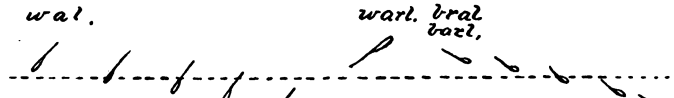
pran, pray, clar, clen color



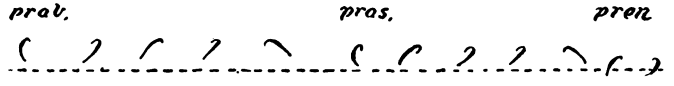
ha, hal,



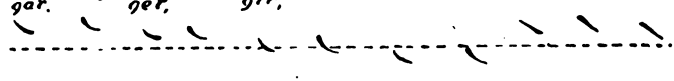
wal, warl. vral vazl,



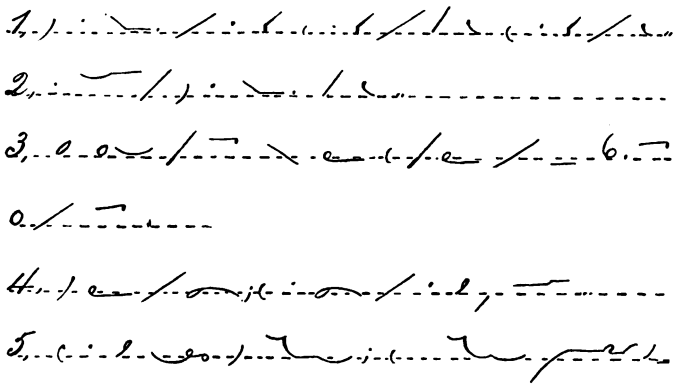
pral, pras, pren



gra gar. rug ger. reg gir. gri



The following five verses of John I, will serve to illustrate the writing in position:



It is proper to remark here, for the information of any who may chance to see the above example of writing, in the reporting style, that it is not in the complete reporting style, but is used merely to illustrate the writing in position, being based on the contractions of the business style.

WRITING EXERCISE.

Ab, eb, ib, ob, ub; af, ef, if, of, uf; as, is, es, os, us; an, en, on, un; ag, eg, ig, og, ug; ba, be, bi, bo, bu; bra, bre, bri, bro, bru; bla, ble, bli, blo, blu; ca, ce, ci, co, cu; cra, cre, cri, cro, cru; cha, che, chi, cho, chu; cla, cle, cli, clo, clu; da, de, di, do, du; dra, dre, dri, dro, dru; fa, fe, fi, fo, fu; fra, fre, fri, fro, fru; fla, fle, fli, flo, flu; ga, ge, gi, go, gu; gla, gle, gli, glo, glu; gra, gre, gri, gro, gru; ha, he, hi, ho, hu; har, her, hir, hor, hur; ja, je, ji, jo, ju; ka, ke, ki, ko, ku; la, le, li, lo, lu; ma, me, mi, mo, mu; mar, mer,

mir, mor, mur; na, ne, ni, no, nu; nra, nre, nri, nro, nru; pa, pe, pi, po, pu; pra, pre, pri, pro, pru; pla, ple, pli, plo, plu; pha, phe, phi, pho, phu; qua, que, qui, quo (it is never necessary to write a *u* after *q*, as it is always understood); ran, ren, rin, ron, run; rab, reb, rib, rob, rub; ras, res, ris, ros, rus; raf, ref, rif, rof, ruf; rag, reg, rig, rog, rug; sa, se, si, so, su; sha, she, shi, sho, shu; sla, sle, sli, slo, slu; ta, te, ti, to, tu; tha, the, thi, tho, thu; tra, tre, tri, tro, tru; tal, tel, til, tol, tul; ub, us, un, uf, ug; urb, urs, urn, urf, urg; ulb, uls, uln, ulf, ulg; va, ve, vi, vo, vu; var, ver, vir, vor, vur; val, vel, vil, vol, vul; wa, we, wi, wo, wu; wra, wre, wri, wro, wru; wha, whe, whi, who, whu; wal, wel, wil, wol, wul; xa, xe, xi, xo, xu; ya, ye, yo; yar, yer, yor; za, ze, zi, zo, zu; zal, zel, zil, zol, zul.

CHAPTER II.

CONTRACTIONS.

THE following contractions are all simple and easy to comprehend. Their object is to lessen the manual labor of writing, and thus increase its speed, which can only be done at the expense of thought; but when the writer has familiarized himself with any contraction, he will find the mental effort has ceased, and the action of mind will be quick enough for all the demands of the most comprehensive contraction. Familiarity is the basis of rapid writing. It is not enough for the short-hand writer to practice a few minutes occasionally, but he who would succeed must give it daily protracted practice, steadily striving to reach the highest speed in execution with the utmost certainty of stroke. No line should ever degenerate into a flourish, while every line should be perfectly and quickly made, with all the readiness and dexterity of the master of flourishing.

Quickness and certainty of stroke must characterize the writing of the perfect stenographer.

Mp, mb.—These combinations frequently occur, and are usually so clearly distinguished from each other by their context that one sign may safely stand for either combination. The loop being among the most facile and distinct forms, it is adopted as a representative of this

combination as follows, viz: it is written on the side of lines opposite to that occupied by the *l*, that is, on the convex side of curved lines, on the left side of the vertical and oblique straight lines, and on the upper side of horizontal straight lines, being thus, by its position, clearly distinguished from the *l*.

This combination always follows a vowel. In words beginning with a vowel, as *ample*, *amble*, *amber*, *employ*, *empty*, etc., it is necessary to write the vowel in order to turn the loop on it; but in such cases as *sample*, *simple*, *assemble*, *temple*, etc., the preceding vowel, if it is a position consonant, may be expressed by position, and the loop turned on the letter preceding it.

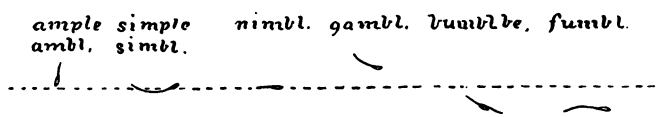
ILLUSTRATIONS.

lamp-l. limp-l *pump* *tramp*

Mpl, mbl.—To add the *l* to *mp* or *mb*, the loop may be quite small instead of its usual length, which is half the length of the short letter.

ILLUSTRATIONS.

ample simple *nimbl. gambl. bumble. fumbl.*
ambl. simbl.



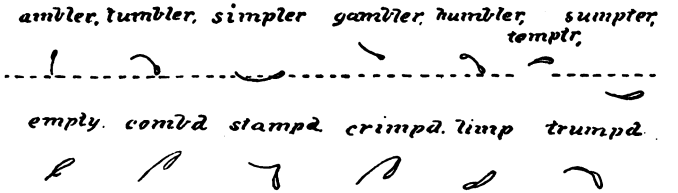
Mpt, mbd.—To add the *t* or *d* to the combination *mb*, *mp*, enlarge the loop to nearly the full length of the letter on which it is turned.

To add *r* to either of the preceding combinations, the loop is shaded, which is easily done if the loop is made

by a downward stroke, but should it be struck upward, it will be necessary to retrace the line to add the shade.

This loop contraction is one of the most valuable of the system, enabling the writer, as it does, to form from two to four letters by a single distinct line; besides often involving an intervening vowel, which is easily understood without writing it, or is clearly indicated by position.

ILLUSTRATIONS.



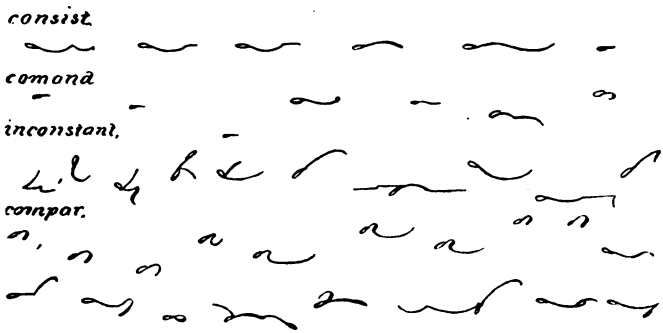
WRITING EXERCISE.

Compress, comprise, complain, competition, impute, import, impress, improve, implore, impede, embrace, embargo, embryo, empty, emptings, empower, sampler, simpler, semblance, simplicity, numbers, timbers, scamper, flambeau, embrace, embargo, examples, nimbly, humbly, assembly, assemble, tremble, tramp, trumpet, crimp, cramp, impress, imprint, impudent, impede, umber, umbrage, umpire, lamp, lamb, lump, limp, samp, sample, symbol, simple, nimble, nimbler, ample, ampler, impute, empty.

Con, com, cog.—As the *mp* or *mb* never begins a word, the same sign which represents these combinations in or at the end of a word may be used to express some other combination occurring at the beginning of words. Hence it is used to represent *con*, *com* or *cog*. It is always written on the side of a letter opposite to that of the *l*,

viz: on the convex side of curves, on the right of the vertical and oblique straight lines, and on the under side of the horizontal straight lines. Thus written, this loop is used for *con*, *com* or *cog* only at the beginning of words. In all previous use of the loop in the midst of a word, it has invariably been looped on the preceding letter; hence, to represent *con*, *com* or *cog*, as occurring in the midst of a word, the loop is so written as to turn on the following letter, making a form quite distinct from any previous writing of the loop, and easily understood from the following exercises:

ILLUSTRATIONS.



WRITING EXERCISE.

Commence, comment, commissary, commode, common, company, competent, compeer, community, compart, compass, communist, compend, confirm, conform, confess, confound, condor, condole, condemn, condense, condign, concoct, concert, concrete, concur, conduce, conjure, confute, congeal, conjoint, conserve, consign, consume, conscience,

consols, convince, convict, converse, incommode, incomplete, inconstant, reconfer, recons, deacons, disconcert.

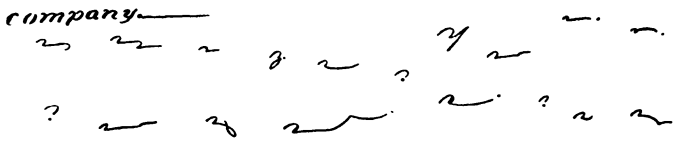
Comp.—This combination is expressed by *p*, so written as to unite in an angle with the following letter.

Writing the *p* thus, in the various positions, gives compa, compe, compi, compo, compu.

It is shaded to add *r*, enlarged to add *t* or *d*, and diminished to add *l*, and may be both enlarged and shaded or diminished and shaded; thus we have compa, compe, compi, compo, compu, compla, comple, compli-y, complo, compul, compar, compre, compri, compro, compur, compat, competent, compot, comput, compart, comport, compute.

The following exercises contain the preceding prefix combinations, as they are combined in words, which the student is advised to both read and write, also selecting and writing other words.

ILLUSTRATIONS.

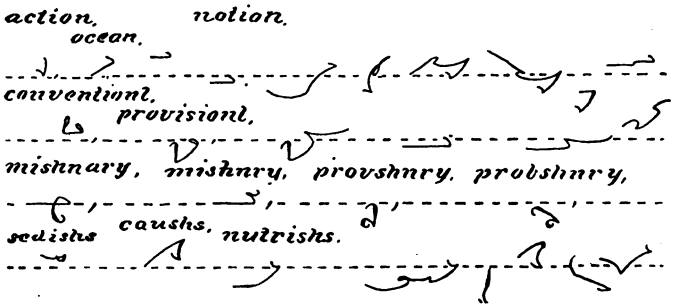


Tion, cion, sion, cian, cean.—These syllables, pronounced as if spelled *shun*, are expressed by a slight backward tick curved upward.

Tious, cious, sious, scious, tuous, ceous.—These syllables are also expressed by a slight backward tick, curved in the opposite direction from the *shun* tick, the *shun* tick curving upward, the *shus* tick curving downward; both are written to the left. *L* is added to either of the

above ticks by turning a loop on it; *r* is added by shading. Any letter following the tick is united with it in the easiest way.

ILLUSTRATIONS.



WRITING EXERCISE.

Question, motion, nation, suction, conviction, contraction, prohibition, action, attraction, extraction, relation, relaxation, persuasion, permission, dissension, unction, sanction, ocean, oceanic, function, induction, reduction, protection, subtraction, distraction, eviction, suspicion, condition, conditional, conditioned, mention, mentions, mentioned, pensioner, revolution, revolutionary, passion, passionate, passional, passions.

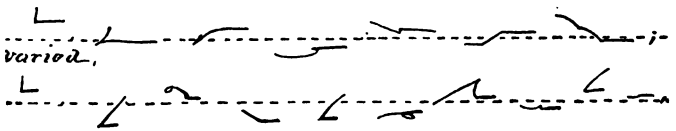
Propitious, fallacious, precious, contentious, judicious, ambitious, nutritious, meretricious, anxious, obnoxious, precocious, flagitious, captious, fructuous, officious, marlacious, sericeous, superstitious, surreptitious, cineritious, corolaceous, delicious.

Rious, rior, rier, ried, riet.—These syllables are each represented by the alphabetic *r*, made full length for *rious* or *rior*, and halved for *ried*. The words terminating with *rious* and *rior* are otherwise so distinctive that

no confusion arises from the use of this character for either suffix.

ILLUSTRATIONS.

various.



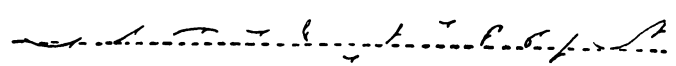
WRITING EXERCISE.

Furious, curious, usurious, malarious, vicarious, various, precarious, hilarious, imperious, serious, deleterious, mysterious; warrior, exterior, inferior, interior, carrier, furrier, superior; carried, married, parried, tarried, hurried, flurried, buried.

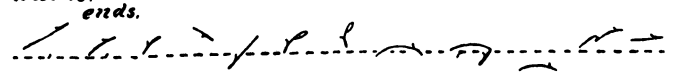
Ns, nc and nts.—Throughout the illustrative exercises these combinations are represented by a slight retracing, as shown in the following illustrations. These retracings correspond so nearly to the method of writing *sc*, *sk* and *sq*, that the semicircle is substituted in its stead, as shown in the following paragraph. The student needs to know the following illustrations for purposes of reading the exercises, but for his own writing is advised to use the semicircle, as illustrated in the following paragraph:

ILLUSTRATIONS.

since



wants. ends.



THE N SEMICIRCLE.

* ***Ns, nc, nk, nck, kn, ckn.***—These combinations are represented by the semicircle written vertically. In all cases it must be united with preceding and succeeding letters in an angle, thus clearly distinguishing it from *p* and *y*, which, when written vertically, always unite directly with a following letter.

Ns, nc are represented by the semicircle curved to the left, and written either upward or downward.

R is added by shading; *l* by diminishing; *t* or *d* by enlarging; making *nrs*, *nls*, *nts*, *nrls*, *nrts*, etc.; *h* is written in the *ns* for the syllable *nish* as in the word *furnish.*

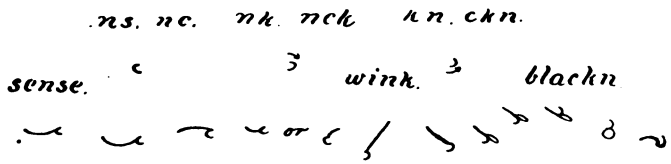
Nk, nck are represented by the semicircle curved to the right and written downward. *L*, *t* and *r* are added as above, making *nkl*, *nkt*, *nkr*, *nklr*, *nktr*, etc.

Kn, ckn, are represented by the semicircle curved to the right and written upward. *L*, *t* or *d*, and *r* are added as in the above cases, making *knl*, *knt*, *knr*, *knlr*, *kntr*, etc.

Either of the above are written in position for the included vowel, as *nst* on *e* place for *nest.*

These, with a few of the following contractions, were not introduced into the system until after the plates for the work were engraved, and hence do not appear in the reading lessons, but the student will, from practice, be able to employ them, finding them very valuable additions. The contractions recently introduced are marked with the star.

ILLUSTRATIONS.



WRITING EXERCISE.

Tense, pence, commence, sense, offense, suspense, indigence, diligence, emergency, divergence, convergence, since, wince, once, dunce, mince, prince, alliance, dance, prance, conveyance, annoyance, abundance, endurance, contents, intends, pretends, subtends, distends, extends, resents, dissents, accidents, decadence, cadence, defends, defenders, pretends, pretenders, suspends, suspenders, furnish, furnished, sense, sensed, pencil, prehensile, condense, condensed, condensing, condenser, thicken, sicken, awaken, darken, chicken, beacon, reckon, think, thinker, rank, ranker, blank, blanker.

EX.

To express this combination only the *x* need be written as it clearly indicates the pronunciation.

ILLUSTRATION.

WRITING EXERCISE.

Exert, exist, exalt, excuse, exercise, exclude, examine, exude, exhort, extra, extend, exterior, exertion, example, expression, excursion, expensive, expulsion, exporting.

* THE S DOT AND ANGLES.

S combines with several other consonants without an intervening vowel, as *sk*, *sc*, *sh*, *sl*, *sm*, *sn*, *sp*, *sq* and *sw*.

The combination of *s* with *h*, *l* and *t* are sufficiently brief and facile for all requirements. The other combinations, except *sn*, comprising two full length letters, it becomes desirable to abbreviate them. For this purpose the dot and angle are employed.

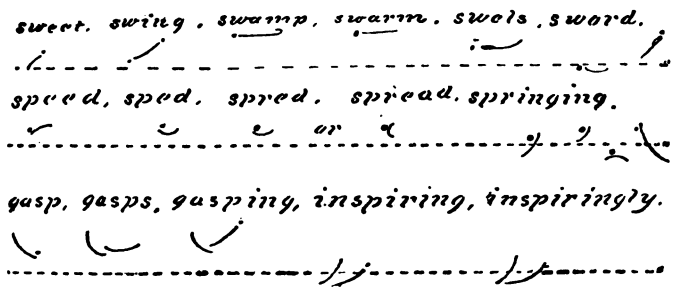
S dot.—The dot is used to represent both *sp* and *sw*. For *sw*, initial, it is placed just before the beginning of the following letter.

For *sp*, initial, it is placed just at the left or above the beginning of the following letter. *Sp* occurring in the midst of a word is represented by lifting the pen and beginning the following letter at the point where the dot would be placed.

Both *sp* and *sw* dot, when initial, are written in position to express the vowel after it.

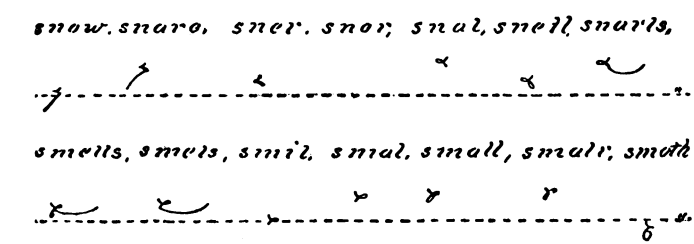
Either dot is made heavy to add *r*.

ILLUSTRATIONS.



The s angles.—Because of its distinctive and facile character, the angle is used to represent *sn* and *sm*, the *sn* angle opening to the right, the *sm* opening to the left. The lines uniting to form the angle are slight curves. They are written in position for a following vowel, shaded to add *r*. To write *l* between the *s* and *n* or *m*, the angle merges in a loop; to affix *l* the loop is added to the last line.

ILLUSTRATIONS.

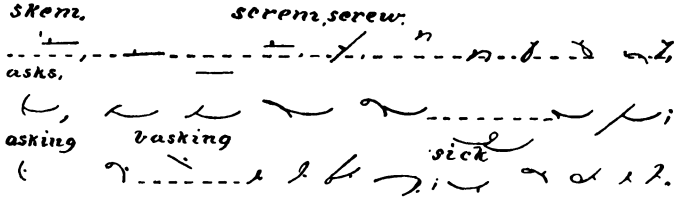


SC, SK, SQ.

These combinations are represented by a retracing. If the combination begins a word, a small tick is made at right angles to the following letter, then the pen is moved in a direction opposite to that of the letter and again back, forming the letter.

If the combination occurs in the midst of a word, the pen is retraced a short distance on the preceding letter, from which point the letter following the *sc* is made, the retracing expressing *sc*, *sk* or *sq*, according to the context. If the combination occurs at the end of a word it is represented by a slight retracing on the preceding letter, terminating in a slight tick turned away from it. *R* is added by shading.

ILLUSTRATIONS.

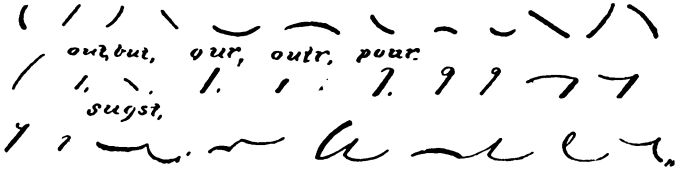


SHADING FOR U OR W.

In the business style the diphthongs *au*, *aw*, *ou*, *ow* and *oi*, *oy* were represented by *a*, *o* and *i* shaded equally from top to bottom. These combinations suggest the shading of *any* letter equally from end to end to add *u* or *w*. This applies to the entire alphabet except *i*, *u*, *r*, *n* and *m*, *h*, *l*, *p* and *y;* the shaded *i* representing *oi* or *oy;* the shaded *u* representing *ug*; *n* and *m* cannot be thus shaded, because they will conflict with *r*. This shading, if properly done, will not be confounded with the shading for *r*, which is always increased or diminished, while this is evenly distributed. Any halved short line may be shaded to add *u*, making *aut*, *out*, *eut*, *iut*, or *aud*, *oud*, *eud*, *iud;* any halved long line takes *u* by shading, adding the tick for *t* or *d*.

The shading to add *u* or *w* should not be heavy but uniform. If the writer acquires the habit of delicate uniform shading to add *u* or *w*, it becomes possible by a heavier shade to add *r* to the same line.

ILLUSTRATIONS.



WRITING EXERCISE.

Our, out, outer, about, aloud, around, amount, avoid, annoyed, anoint, loyal, royal, vowel, but, butter, mute, flute, around, arouse, suggest, gust, guest, guns, awkward, owl, annoy, alloy, decoy, sour, four, pour, faust, proud, crowd, ground, around.

Y.

Final *y* may frequently be omitted, as after *t*, *c* or *z*, in such words as *duty*, *beauty*, *fancy*, *frenzy*, the word suggesting by its incompleteness the final letter. But in such words as mighty, handy, hardy, from which, if omitted, there will still remain a complete word, it is usually better to write it.

SUB.

This syllable is expressed by writing shaded *s* on *b* place.

WRITING EXERCISE.

Submit, subsist, subvert, subtract, subtend, subdue, substance, sublime, subaltern, subterraneous, subaltern, substratum.

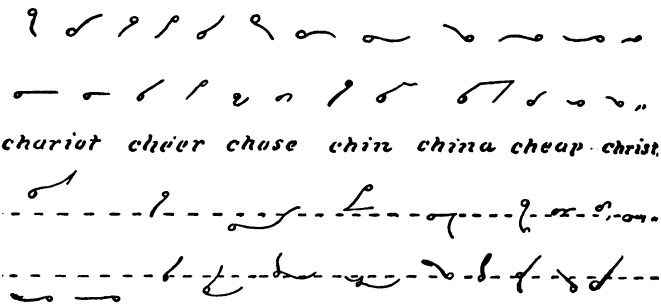
*CH OR SH.

This combination is represented by writing an *h* on the unnatural side of any letter, viz: on the convex side of curves, the under side of following, or the upper side of preceding horizontal straight lines, and on the right of following or the left of preceding straight obliques.

It is written in position to express a following vowel.

It is shaded to add *r*, diminished to add *l*, and enlarged to add *t* or *d*.

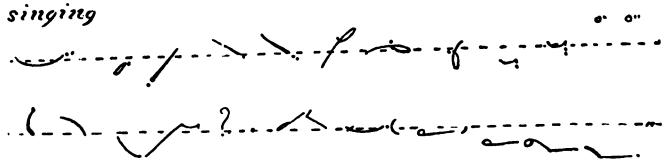
ILLUSTRATIONS.



Ing.— This combination may be suggested at the end of a word by writing the first letter of the following word in place of the *ing* dot, as in the words *going west*, write *g* on the *o* place and begin *w* close to it, its proximity to suggest the *ing*.

In the illustrative final plates the *ing* dot is placed indefinitely near the end of a line, but the use of the dot for the *sp* contractions makes it necessary to place the dot for *ing*, or the following letter suggesting *ing*, always opposite the *end* of the preceding line.

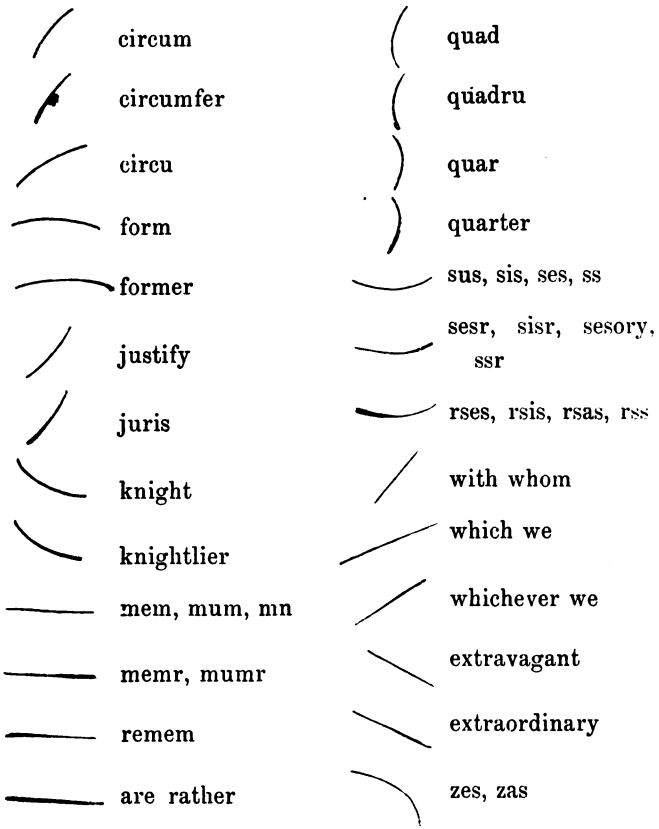
ILLUSTRATIONS.



DOUBLE LENGTHS.

None of the short letters can be lengthened without conflicting with their counterparts among the long ones, but the long lines may be lengthened without injury to

the system, and are thus used as suggestive syllable and word signs, as follows:



WRITING LESSON.

Circumstance, circumference, circumspect, circumnavigate, circuitous, circular; formal, former, forming, formative, foremost, forerun, foreign, foretell; justifying, justifi-

able, justification, jurisdiction; knighted, knighthood; memory, memorial, mummery, murmuring; quadruple, quadruped, quadrant, quarry, quarrel, quarters, quartering; rarely, rarefy, rareness; sustain, suspicious, sister, insist. With whom do you agree? With which we will make a good display. Whichever we choose. Is this extravagant, or extraordinary? It is both extraordinary and extravagant. Freezes, stanzas.

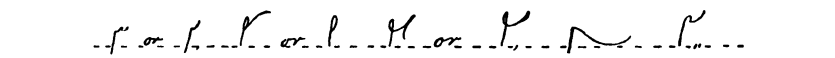
* ***Va, av.***—*Va* is represented by *v* written upward except at the beginning of a word, in which case the *v* may be written on *a* place; or if the upward *v* is followed by a position consonant, it may be written in position to express it, as in the words *vane*, *vase*, *vague*, *vandal*, etc.

Av is expressed by writing *a* upward; the following vowel is indicated by writing it in position, as in the words *average*, *averse*, *avow*, *avilude*, etc. It is written upward half length for an intervening *d*, as in *advent*, *advise*, *adverse*, etc.

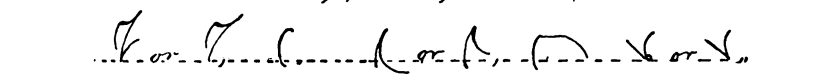
Either of the above is shaded to add *r*.

ILLUSTRATIONS.

vanity, vale. vampire various. vapid



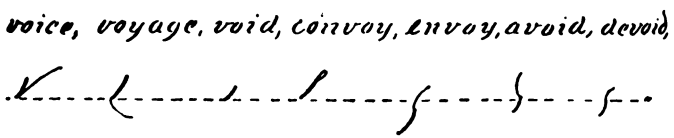
avarice. avenge, average. avenue, behave.



Voi.—In this combination the *v* may be usually omitted, the *oi* sufficiently suggesting the preceding *v*, as in *voice*, *oice; void*, *oid; voyage*, *oyage.*

ILLUSTRATIONS.

voice, voyage, void, convoy, envoy, avoid, devoid,



* ***Tive.***—When final, *tive* is represented by writing the *v* half length, making *tv*, which will be readily recognized for *tive.*

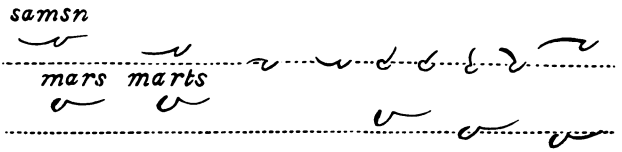
* ***Dis.***— This combination, when initial, is expressed by *di* on *s* place. *It* is also written disconnected on *s* place for *it is*, and *it is the.*

* ***Mn.***— It is desirable, because of the frequency of this combination, to write it at one movement. Double *m* is seldom written, and when occurring, the upward tick may unite the two *m*'s, instead of writing them in one line, as heretofore. This will give us the double length *m* for *mn*, a rapid combination. If the *mn* is followed by *t* or *d*, make the double length *m* with *t* or *d* tick. Add *r* by shading. Write the combination in position for an intervening vowel, as *man*, *men*, *mine*, *moan.*

* ***Ms.***—This combination is represented by a horizontal semicircle, curved downward, and united with preceding and following letters by an angle. It cannot be confounded with any character except *y*, which will be obviated by the direct union of *y* with other letters, and by the uniformly horizontal position and angular joinings of *ms.* This semicircle represents the consonantal combination *ms*, as in the words *sums*, *beams*, etc.; but it may be written in position for syllables *mas*, *mes*, *mis*, *mos*, *mus*, beginning a word, and may be enlarged or shaded for an intervening *t*, *d* or

r, as in the syllables *mats*, *mits*, *mars*, *marts*, *mers*, *merts*, etc. It may also be diminished when written for an intervening *l*, as *mals*, *mels*, *mils*, etc.

ILLUSTRATIONS.



CHAPTER III.

PREFIXES AND SUFFIXES.

Besides those already given, many of the most frequently recurring prefixes may be advantageously represented by brief signs, the use of which will much abbreviate writing, besides adding to its legibility. To render the memorizing of the prefix signs easy, the first letter or letters of the prefix is used as its sign; hence the writer has but to become familiar with those which are thus written, each prefix at once suggesting its sign, as *noncom*, or *noncon* is represented by *n*, the first letter of the prefix.

In representing a prefix by its sign, the sign is written, the pen lifted, and the letter following it written across the sign, to show that it is a prefix sign, thus: *i* is the sign for *incum;* and the word *incumbent* is written by *i* on the *b* place to add *b*, and then crossed by *n* halved, making *incumbent.*

If the prefix and the following letter are parallel lines, making it inconvenient to cross them, they are written side by side in close proximity.

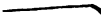
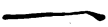
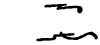
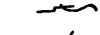
The double length signs, as *circum*, *mem*, etc., do not require the pen to be lifted to distinguish them as prefix signs, but are directly connected with the following letter.

Prefix signs are used both at the beginning and in the midst of words; hence, in reading, a letter which

has been written across, or by the side of, is at once recognized as a prefix sign.

PREFIXES.

List.	*Sign,*	*Illustrative Word.*	*Written.*
Accom,	right *a,*	as accommodate	
Administr,	left *a,*	" administrator	
Author,	*au,*	" authority	
Broad,	*br,*	" broaden	
Circum,	*c,*	" circumstance	
Circumfer,		" circumference	
Circu,		" circuitous	
Counter,		" countermand	
Com, con, cog, cum,	a loop	comfort, contend, cognate, cumulate	
Compa, comba, etc.	(See Contractions, p. 94.)		
Corre,		" correct	
Elect,	*e,*	" elector	
Form,	*f,*	" forming	
Former,		" formerly	
Fore,		" forerun	
Govern,	*g,*	" governor	
Gener,	*gr,*	" general	
Hand, here, how,	*h,*	handsome, herein, however	
Inter, / *Intro,*	*ntr* or *intr*	interfere, introduce	
Irre, irrecon,	*ir,*	" irreconciled	
Justify	*j,*	" justified	

List,	*Sign.*	*Illustrative Word.*	*Written*
Juris,	*jr,*	as jurisdiction	
Charac,	*kr,*	" character	
Knight,	*k,*	" knighthood	
Long,	*l,*	" long-hand	
Magna, magni,	*m,*	" magnify	
Mem, mum,	*mm,*	" member	
Memor,	*mmr,*	" memory	
Remem,	*rmm,*	" remembering	
Measure,	*mr,*	" measuring	
Multi,	*mt,*	" multitude	
Noncon, noncom,	*n,*	" noncommital	
Non,	*nn,*	" nonsuit	
Omni,	*o,*	" omnivagant	
Omnip,	*op,*	" omnipresent	
Omnis,	*o,*	" omniscient	
Quad,	*q,*	" quadrant	
Quadru,	*qr,*	" quadruple	
Quar,	*q,*	" quarry	
Quarter,	*qr,*	" quarters	
Rare,	*r,*	" rarely	
Sus, sis, ses, ss,	*ss,*	" sustain	
Sesr, sise, ssr,	*ssr,*	" accessory	
Rses, rsis, rsas, rss,	*rss,*	" raises	
Self,	*s,*	" selfish	
Satis,	*st,*	" satisfy	
Trans,	*t,*	" transfer	
Unre,	*u,*	" unreasonable	

List.	*Sign.*		*Illustrative Word.*	*Written.*
Unrecon, com, cog,	*ur,*	"	unrecompensed	
Vari,	*vr,*	"	various	
Extra,	*xt,*	"	extraordinary	
Incom, incon, incum, incog,	*i,*	"	incumbent	
Precon, com,	*p,*	"	preconceive	
Prehen,	*pr,*	"	apprehensive	
Instru,	*str,*	"	instruct	

CORRECTION.—*Accommodate*, at the beginning of the above list, should be written with the *right a* instead of the *left a*. *Omnis*, for *omniscient*, should be crossed with *nt*.

There are many prefixes which may be fully represented by a line or two written in position, as *for*, *fore*, represented by *fr* on *o* place; *more*, by *mr* on *o* place; *an*, *en*, *in*, *on*, *un*, by *a*, *e*, *i*, *o*, *u*, on *n* place; *pre* by *pr* on *e* place; *pro* by *pr* on *o* place, etc.

In all these latter cases join the prefix directly to the word without lifting the pen.

Close observation and experience alone will furnish the stenographer with all the possibilities for brevity which are afforded by these prefix signs.

OTHER PREFIXES AND SIGNS WRITTEN WITHOUT LIFTING THE PEN, AS FOLLOWS:

Prefix.	*Sign.*	*Examples.*
Ant,	a^n halved	Antagonist, antidote, antecedent
Amb,	*a*, with *mb* loop	Ambition, ambulance, ambrosial
Bene,	b^n	Benefit, benevolent, benediction
Cal,	cl^a	Calumny, calumet, calamus
Car,	cr^a	Carter, caramel, carpet
Cat,	c^a halved	Catalogue, category, catalysis
Cent,	c^e nt	Centaur, cents, century
Chir,	chr^i	Chiropodist, chirography
Chr,	*chr*	Christmas, Christ, chronic
Cir,	cr^i	Circle, circuit, circus
Col,	cl^o	Colors, college, column
Cis,	c^i *s*	Cistern, cis-alpine

Prefix.	*Sign.*	*Examples.*
Cor,	*cr*^{o}	Coronal, coroner, cornet
Cro,	*cr*^{o}	Crown, cross, crony
Cut,	*c*^{u} halved	Cutler, cuticle, cutlet
Del,	*dl*^{e}	Delicate, delineate, deliver
Enter,	*e*^{n} halved, shaded	Entertain, enterprise
Far,	*fr*^{a}	Farmer, farther, farm
Fer,	*fr*^{e}	Ferment, fervid, fervor
Fir,	*fr*^{i}	Fire, first
For,	*fr*^{o}	Former, fortitude, fore
Fur,	*fr*^{u}	Furlong, furnace, fury
Hepta,	*h*^{e} *p* enlarged	Heptagon, heptarchy
Hydro,	*h*^{y} enlarg'd, shad'd	Hydropathy, hydrometer
Hyper,	*h*^{y} *p* shaded	Hypercritical, hyperbole
Juris,	*j*^{u} shaded *s*	Jurisdiction, jurisprudence
Meta,	*m*^{e} halved	Metaphysics, metastasis
Octo, / *Octa,* / *Oct,*	*oct*	October, octennial, octave
Phil,	*ph*^{i} diminished	Philosophy, philanthropy
Para,	*pr*^{a}	Paragraph, paradise
Per,	*pr*^{e}	Perform, perennial, permit
Poly,	*p*^{o} diminished	Polygon, polyp, polygamy
Retro	*retro*	Retrospect, retrograde
Subter,	*su*^{b} *tr*	Subterraneous, subterfuge
Super,	*supr*	Superscribe, superintend
Supra,	*supr*^{a}	Supramundane, supranatural
Sys,	*ss*^{y}	System
Under,	*u*^{n} halved, shaded	Understand, underpin
Ver,	*v*^{e} shaded	Verbal, vernal, very
Vol,	*vl*^{o}	Voluble, volume, volatile
Vul,	*vl*^{u}	Vulture, vulnerable

SUFFIXES.

Brevity in the expression of frequently recurring suffixes is of great importance. Many of the following list will suggest their own representation. Some are arbitrarily written, while most are represented by lines growing out of their orthographical combinations.

The suffix signs are attached to the word of which

they form a part, except in the cases marked (*d*) for detached. When marked (*d*), the sign is written close by the side or across the preceding letter.

List.	*Sign.*	*Illustrative Word.*	*Written.*
Ate,	*at,*	mate	
Ble, able,	*bly,*	tenable	
Bility,	*blt,*	ability	
Cation,	*cshn,*	indication	
Cle, cal, ckle,	*cl,*	vocal	
Ever,	*vr,*	never	
Ful, full,	*fl,*	careful	
Fulness,	*fln,*	carefulness	
Fully,	*fly,*	carefully	
Age,	*ag,*	enrage	
Gage,	*ga,*	engage	
Hood,	*hd,*	manhood	
Ion,	*yn,*	pinion	
Ity,	*ity,*	pity	
Iety,	*iet,*	piety	
Ish,	*sh,*	roguish	
Shed,	*shd,*	rushed,	
Ing,	*a dot,*	seeing	
Ingly,	"	gushingly	
Ings,	"	sings	
Inging,	"	bringing	
Inger,	"	singer	
Ology,	*o(d)*	theology	
Lock,	*k(a)*	wedlock	
Rick,	*k(a)*	hayrick	
Less, lass,	*ls,*	windlass	
Lessness,	*lsn,*	endlessness	
Ment,	*mnt,*	ferment	
Mental,	*ml,*	ornamental	

List.	*Sign.*	*Illustrative Word.*	*Written.*
Mentality,	*mt,*	instrumentality	
Ness,	*n(d)*	fondness	
Nt,	*nt,*	sent	
Ns, nc, nse, nce,		hence	
Nts,		pints, hands	
Ow, ough,	*o,*	borrow, though	
Out, ought,	*out,*	throughout	
Over,	*or,*	moreover	
Ple,	*pl,*	suple	
Self,	*s(d)*	himself	
Selves,	*ss(d)*	ourselves	
Ship,	*sh(d)*	penmanship	
Tial, cial, sial,	*shl,*	partial	
Ty,	*y hook enlrg'd*	duty	
Some,	*sm,*	handsome	
Someness,	*smn,*	winsomeness	
Soever,	*svr,*	whosoever	
Tion, sion, cion,		action	
Sian cian, cean,			
Tioned,		mentioned	
Tional,		provisional / conventional	
Sioner,		pensioner	
Sionary,		visionary	
Tious, cious, tuous,		precious	
Ciousness,		preciousness	
Ciously,		preciously	
Rious, / *Rior,*	*r,*	furious / warrior	
Ried,	*rd,*	hurried	
Sk, ck,		flask	
"		sick	

CHAPTER IV.

VOWELS AND CONSONANTS.

WRITING AND OMISSION OF VOWELS.

WHILE most systems of short-hand are constructed on the principle of making as little use as possible of vowels, it is the purpose of this system to make the utmost possible use of them, and it is the only one in which they can be advantageously employed. Often a written vowel line is capable of several contractions, while if the vowel line were not written, the contractions would be impossible, and it would become necessary to write a line for each contraction which has been expressed by writing the vowel line. In all such cases the vowel should be used, not only because by its use the writing of other lines becomes unnecessary, but because it adds to the legibility of the writing.

If a vowel is necessary to the pronunciation, it should be written whether it can take contractions or not.

If it is the second letter of a word it may be indicated by the position of the preceding letter, which may also be so written as to indicate all the contractions of which the vowel is capable. Thus, for *nor* is written nr^{o}; for *nurture*, nr^{u}; for *freedom*, $frd^{e}m$; for *farmer*, $fr^{a}mr$.

Omit the vowel or vowels from a word if legibility be not impaired thereby.

Words containing a single consonant, both beginning and ending with a vowel, should have both vowels written, as assay, obey, etc.

Vowels may usually be omitted with safety when unaccented.

Initial vowels may often be omitted. Diphthongs should usually be written — the learner will find them provided for under the head of Shading, page 101.

Experience in writing and reading is the only guide on which the stenographer can rely for rules in the omission of vowels. Careful daily practice will finally give an intuitive ability better than rigid laws.

Writing and Omission of Consonants.— Omit all silent and one of doubled consonants, and, in general, any consonant the writing of which would necessitate a difficult outline, and the omission of which will not endanger the legibility—as *c*, from *instruction*, *obstruction*, *destruction*, *protraction*, etc.; *d*, from *under*, *render*, etc.; *l*, from *intelligence*, *falsely*, etc.; *n*, from *transpose*, *merchandise*, *identify*, etc.; *p*, from *capable*, *inapt*, etc.; *r*, from *describe*, *surprise*, *transcript*, *manuscript*, *subscribe*, etc.; *tg*, from *investigation*, etc.

In contracting a word, seize on and write those main elements of it which will on sight suggest it.

CHAPTER V.

ABBREVIATIONS.

THE abbreviations used in most systems of short-hand are arbitrary.

It is desirable that short-hand abbreviations should correspond with those in common use, that the writer may have the advantage of using those already acquired, and that there may be a common bond between short and long-hand.

The following represent most of the abbreviations commonly used in the English language of the present day, and is for all classes a valuable list for daily reference.

Few writers will be able to memorize and use all of them, but frequent reviews will render many of them ready; and each writer of short-hand will find many of these abbreviations apply to the particular class of writing which he is doing. The short-hand writer will soon appreciate the brevity resulting from their use.

The abbreviation is given in both roman letter and short-hand character.

Most abbreviations begin with a capital. Some consist of several capitals with a period after each. The capitalization in this system is so easy that any short-hand writer who chooses can conform to long-hand usage in the use of capitals.

There is an advantage in beginning each abbreviation with a capital and placing the period after it, thus clearly making the character or combination of characters. But as in short-hand so few capitals are used, the capital may be used as a sign of abbreviation, and the period may be omitted.

Rule.—Begin each abbreviation with a capital. If the abbreviation consists of several separate letters only the first need be capitalized.

Short-hand usage should conform to the long-hand in the form of writing the abbreviations connecting those which consist of several letters of which only the first one is a capital, and disconnecting those which consist of several capitals.

There are some cases in which an abbreviation makes a short-hand word, but there will arise no confusion if the abbreviation is begun with a capital; as *Al* stands for Aluminum, while *al* is the short-hand *all.*

A		Answer, adjective, afternoon, acre, [accepted
A A A		Amalgamation
A A G		Assistant adjutant-general
A A P S		American Association for the Promotion of Science
A A S		Fellow of the American Academy
A A S S		Member of the American Antiqua-
A B		Bachelor of Arts [rian Society
Abr		Abbreviated
A B C F M		American Board of Commissioners
Abl		Ablative [for Foreign Missions
Abp		Archbishop
Abrd		Abridged
A B S		American Bible Society
A C		Arch Chancellor
Ac		Accusative
Act		Account, active
A C S		American Colonization Society
A D		In the year of our Lord
Ad		Adverb
Adj		Adjutant
Ad lib		At pleasure
Adm		Admiral, admiralty
Adm Co		Admiralty Court
Admr		Administrator
Admx		Administratrix
Adv		Advocate, advent
Ae		Of age, aged
A F B S		American and Foreign Bible So-
A F		Firkin of Ale [ciety
A G		Adjutant general, accountant gen-
Ag		Silver [eral
Agr		Agriculture
A G S S		American Geographical and Statis-
Agt		Agent [tical Society

A H In the year of Hegira

A H M S American Home Missionary Society

Al Aluminum

Ala Alabama

Alban Albanian

Ald Alderman

Alex Alexander

Alf Alfred

Alg Algebra

Alt Altitude

A M Master of Arts, before noon, in the

Am Amos, American [year of the world

Am As Sci American Association for the Ad-

Amer American [vancement of Science

A M G Assistant major general

Amt Amount

An In the year

Anal Analysis

Anat Anatomy

Anc Ancients, anciently

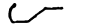
Anon Anonymous

Ansr Answer

A'ot Am not, are not

Ant Antiquities

Aor Aorist

A O S S  Member of the American Oriental

Ap Apostle, April [Society

A P G Professor of Anatomy in Gresham

Apr April [College

Apo Apogee

Apok Apocalypse

App Appendix

A Q M G Assistant quartermaster general

A R Year of the reign

Ar Arrive

A R A Associate of the Royal Academy

Arab Arabic

Arch Architecture

Archd Archdeacon

Arith Arithmetic

Ark Arkansas

Arm Armenian, armoric

Arr Arrived, arrivals

A R R In the year of the Queen's reign

A S A Associate Royal Scottish Academy

A S S Fellow Royal Society of Antiquaries

Art Article

Ars Arsenic, astronomy

A S Assistant secretary, assistant surgeon, Anglo-Saxon

A S A American Statistical Association

Asst Assistant

A S S U American Sunday School Union

A T Arch Treasurer

A T S American Tract Society, American

Atty Attorney [Temperance Society

Atty Gen Attorney General

Au Gold

A U A American Unitarian Association

A U C In the year from the building of the city of Rome

Aug August, augmentative

Aust Austria, Austrian

A V Authorized version

Av Average, avenue

Avoir Avoirdupois

B Bass (in music), born, book

B A Bachelor of Arts

Ba Barium

Bal Balance

Bar Barrel

B C Before Christ

B C L Bachelor of Civil Law

B D Bachelor of Divinity

Bd Bound

Bds Bound in boards

Belg Belgic

Benj Benjamin

Berk Berkshire

B F Firkin of beer

Bi Bismuth

Bib Bible

Bk Bank, book

B L Bachelor of Laws

B M British Museum, Bachelor of Medi-

Bo Botany [cine

Bp Bishop

B R King's or Queen's Bench

Bro Brother

Br Bromine

Bret Breton

Brig Brigade, Brigadier

Brig Gen Brigadier General

Bri Britain, British

Bu Bushel

B V Blessed Virgin, Farewell

B V M Blessed Virgin Mary

C Carbon, conductor, Cæsar, consul, a hundred, cent, centime, chapter.

C A Chief Accountant, Comptroller of Accounts

Ca		Calcium. California
Cal		Calendar, calends
Cam		Cambridge
Cant		Canticles, Canterbury
Cap		Capital, chapter
Caps		Capitals
Capt		Captain
Car		Carat, carpentry
Card		Cardinal
C A S		Fellow of the Connecticut Academy
Cash		Cashier [of Arts and Sciences
Cat		Catalogue, Catalan
Cath		Catholic, Catherine, cathedral
C B		Companion of the Bath, Cape Breton
Cb		Columbium [Account Current
CC		County Commissioner, County Court,
C C C		Corpus Christi College; Christ's College, Cambridge
C C A		Chief Clerk of the Admiralty
C C P		Court of Common Pleas
Cd		Cadmium
C E		Canada East, Civil Engineer
Ce		Cerium, a hundred
Cel		Celtic
Cf		Compare [General, Consul General
C G		Captain of the Guard, Commissary
Ch		Church, chapter, Charles, Charlotte, chaldron
Chal		Chaldaic, Chaldee, Chaldean
Chanc		Chancellor
Chap		Chapter
Chas		Charles.
Chem		Chemistry
Chin		Chinese
Chr		Christopher
Chr Ch		Christ Church

Chron		Chronicles, chronology
Cic		Cicero
Cit		Citation, citizen
Chron		Chronicles, chronology
Civ		Civil
C J		Chief Justice
Cl		Clergyman, clerk, chlorine
Cld		Cleared
Clk		Clerk
C M		Common meter
Co		Company, county, cobalt, Colonial
Coch		A spoonful [Office
C O D		Cash (or collect) on delivery
C F G H		Cape of Good Hope [column.
Col		Colonel, Colossians, colonial, college,
Coll		College, collector, collection, colleague, colloquial
Com		Commissioner, commodore, committee, commerce, commentary
Comp		
Com ver		Compare, comparative, compound,
Con		Common version [compounded
Conch		Against, in opposition Conchology
Con Cr		Contra credit
Cong		Congress
C O		Crown Office, Criminal Office
Conj		Conjunction
Conn		Connecticut
Con sec		Conic sections
Const		Constable, constitution
Contr		Contracted, contraction
Cop		Coptic
Cor		Corinthians
Cor Mem		Corresponding Member
Corn		Cornwall, Cornish

Corrupt Corrupted, corruption

Cor Sec Corresponding Secretary

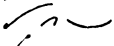
Cos Cosine

Coss Consuls

Cotgr Cotgrave [of the Peace, Court of Probate

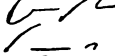
C P Common Pleas, Chief Patriarch, Clerk

C P C Clerk of the Privy Council

C P S  Keeper of the Privy Seal

Cr Credit, creditor, chromium

C R King Charles, Queen Caroline, A Roman citizen, Keeper of the Rolls

Crim Con  Criminal conversation, or adultery

C P R Calendar of the Patent Rolls

Crystal Crystallography

Cs Cassium [Keeper of the Seal

C S Court of Sessions, Clerk to the Signet,

C S A Confederate States of America, Confederate States Army

C S N Confederate States Navy

Ct Connecticut, county court, cent, a hundred

Cts Cents [dred

Cu Copper

Cur Current (this month)

C V Common version

C W Canada West

Cwt A hundredweight

Cyc Cyclopedia

D Penny, pence, day, died, dime, Dutch

Dan Daniel, Danish

Dat Dative

D C District of Columbia

D C L Doctor of Civil Law

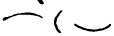
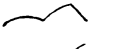
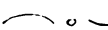
D D Doctor of Divinity

Dea Deacon

Dec		December
Deg		Degree or degrees
Del		Delaware, delegate
Del		He drew it
Dem		Democrat
Den		Denmark
Dep		Department, deputy
Dept		Deponent
Deriv		Derivative
Deut		Deuteronomy
D F		Defender of the Faith, Dean of the Fac-
Dft		Draft, defendant [ulty
D G		By the Grace of God
Di		Didmium
Diam		Diameter
Dict		Dictionary
Dim		Diminutive
Dis		Discount, distant, distance
Diss		Dissertation
Dist		District
Dist Atty		District attorney
Div		Divided, division
D Mc		Doctor of Music
D L O		Dead letter office
Do		The same, as aforesaid
Dols		Dollars
Dom econ		Domestic economy
Doz		Dozen
D P		Doctor of Philosophy
D P O		Distributing Post Office
Dpt		Deponent
Dr		Doctor, debtor, dram, dear
D V		God willing
D T		Dakotah Territory

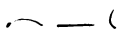
Dwt		Pennyweight
Dyn		Dynamics
E		Erbium, east, earl, eagle
Ea		Each
Eccl		Ecclesiastical
Eccl Hist		Ecclesiastical history
Ecclus		Ecclesiasticus
Ed		Edition, editor
Edm		Edmund
Eds		Editors
Edw		Edward
E E		Errors excepted, English ells
E F		Ells Flemish
E Fr		Ells French
Eg		For example
E I		East Indies, or India
E I C		East India Company
E I C S		East India Company Service
Elec		Electricity
Eliz		Elizabeth
E L		East longitude
Emp		Emperor, Empress
Ency		Encyclopedia
Ency Brit		Encyclopedia Britannica
Ency Amer		Encyclopedia Americana
E N E		East northeast
Eng		England, English
Ent		Entomology
Env		Envoy extraordinary
Ep		Epistle
Eph		Ephesians
E S		Ells Scotch

Esd Esdras
E S E East southeast
Esq Esquire
Esth Esther
E T English translation
Et al And others, and elsewhere
Etc And others, and so forth
Et seq And what follows
Eth Ethiopic
Ex Example, exodus
Exc Excellency, exception, exchange
Exq Exchequer
Exec Executor
Ez Ezra
Ezek Ezekiel

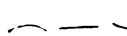
F Fluorine, franc, florin, feminine
Fahr Fahrenheit
Far Farthing, farriery
F A S  Fellow of the Society of Arts
F D Defender of the Faith
F E Flemish ells
Fe Iron
Feb February
F E S  Fellow of the Entomological Society
F G S Fellow of the Geological Society
F H S Fellow of the Horticultural Society
Fig  Figure, figurative
Fin Finland
Finn Finnish
Fir Firkin
Fl Florida, Flemish, flourished
Fl E Flemish ell

F L S Fellow of the Linnæan So-
Fo Folio [ciety

F O Field officer
For Foreign
Fort Fortification

Fr France, French, Francis
F R A S  Fellow of the Royal Astro-

Fr E French Ell [nomical Society
Fred Frederic
Freq Frequentation
F R G S Fellow of the Royal Geo-
Fri Friday [graphical Society

F R S Fellow of the Royal Society
F R S E Fellow of the Royal Society, Edinburgh [of Literature
F R S L Fellow of the Royal Society
F S A  Fellow of the Society of Arts

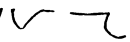
Ft Foot or feet, fort
Fth Fathom
Frt Freight
Fur Furlong

Fut Future
F Z S Fellow of the Zoological So-
ciety

G Glucinum, genitive, guide,
Ga Georgia [guinea, gulf

Gael Gaelic
Gal Galatians
G B Great Britain

G C B Grand Cross of the Bath
G C H Grand Cross of Hanover
Gen General, Genesis, genitive
Gent Gentleman

Gent Mag  Gentleman's Magazine

Geo George, Georgia

Geol Geology

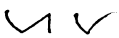
Geog Geography

Geom Geometry

Ger German, Germany

Goth Gothic

Gov Governor

Gov Gen  Governor General

G R King George

Gram Grammar

Guin Guinea

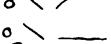
H Hydrogen, hour

Hab Habakkuk

Hag Haggai

Hams Hampshire

H B C Hudson's Bay Company

H B M  His or Her Britannic Majesty

Hdk Handkerchief

h e That, or this, is

Heb Hebrews, Hebrew

Her Heraldry

Herp Herpetology

Hf bd Half bound

Hg Mercury

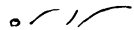
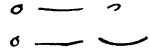
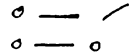
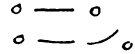
Hhd Hogshead

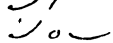
H S S Fellow of the Historical Society

Hil Hilary

Hin Hindoo, Hindostan, Hindostanee

Hist History

H E I C		Honorable East India Company
H J S		Here lies buried
H M		His or Her Majesty
H M P		Erected this monument
H M S		His or Her Majesty's Ship or Service
Hon		Honorable
Hond		Honored
Hort		Horticulture, horticultural
Hos		Hosea
H P		Half pay
H R		House of Representatives
H R E		Holy Roman Empire
H R H		His or Her Royal Highness
H R I P		Here rests in peace
H S		Here lies
Hum		Humble
Hun		Hungary, Hungarian
Hund		Hundred
Hyd		Hydrostatics

I		Iodine, island
Ia		Indiana
Ib		In the same place
Icel		Iceland, Icelandic
Ich		Ichthyology
Id		The same
I e		That is
I H S		Jesus the Savior of Men
Ill		Illinois
Imp		Imperial
In		Inch, inches
Inc		Incorporated
Incog		Unknown

Ind		India, Indian, Indiana
Indk		Indicative
Ind T		Indian Territory
Inf		Infinitive
In lim		At the outset
In loc		In its place
I N R I		Jesus of Nazareth. King of the Jews
Inst		Instant, or, of the present month
Int		Interest
Intj		Interjection
In trans		On the passage
Intro		Introduction
Io		Iowa
I O O F		Independent Order of Odd Fellows
I O S M		Independent Order of the Sons of
Ipecac		Ipecacuanha [Malta
Ir		Ireland, Irish, Iridium
I R O		Internal Revenue Office
Isa		Isaiah
I S		Inside Sentinel, Irish Society
I T		Indian Territory
It		Italy, Italian, Italic
Itin		Itinerary

J		Judge
J A		Judge Advocate
Jas		James
Jac		Jacob
Jam		Jamaica
Jan		January
J C L		Doctor of Civil Law
L D		Doctor of Laws
Jer		Jeremiah

J H S Jesus the Savior of Men

Jno John

Jo Joel

Jon Jonah

Jona Jonathan

Jos Joseph

Josh Joshua

Jour Journal

J P Justice of the Peace

J Prob Judge of Probate

J R King James

Jr Junior

J U D Doctor of Both Laws, *i. e.*, the canon and the civil law

Jud Judith

Judg Judges

Jul July

Jul Per Julian Period

Jun June, Junius

Jus P Justice of the Peace

Jus Justice

K King

K A Knight of St. Andrew, in Russia

K A N Knight of St. Alexander Nevskoj, in Russia

Kan Kansas

K B Knight of the Bath, King's Bench

K B A Knight of St. Bento d'Avis

K B E Knight of the Black Eagle, in Russia

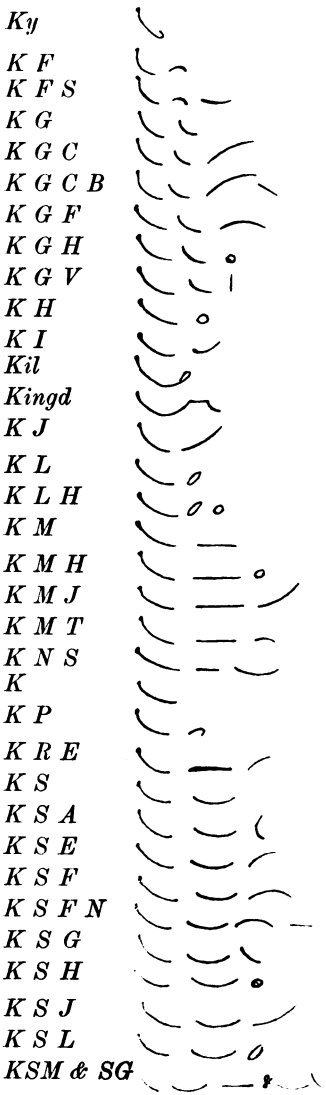
K C King's Council, Knight of the Crescent, in Turkey

K C B Knight Commander of the Bath

K C H Knight Commander of Hanover

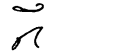
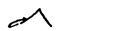
K C S Knight of Charles III, in Spain

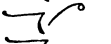
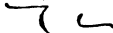
K E Knight of the Elephant, in Denmark

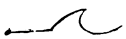


Ky	Kentucky
K F	Knight of Ferdinand, in Spain
K F S	Knight of St. Ferdinand and Merit, in Sicily
K G	Knight of the Garter
K G C	Knight of the Grand Cross
K G C B	Knight of the Grand Cross of the Bath
K G F	Knight of the Golden Fleece in Spain
K G H	Knight of the Guelphs of Hanover
K G V	Knight of Gustavus Vasa, in Sweden
K H	Knight of Hanover
K I	Kings
Kil	Kilderkin
Kingd	Kingdom
K J	Knight of St. Joachim
K L	Knight of Leopold, of Austria
K L H	Knight of the Legion of Honor
K M	Knight of Malta
K M H	Knight of Merit, in Holstein
K M J	Knight of Maximilian Joseph, in Bavaria
K M T	Knight of St. Maria Theresa, in Austria
K N S	Knight of the Royal North Star, in Sweden
K	Knight
K P	Knight of St. Patrick
K R E	Knight of the Red Eagle, in Russia
K S	Knight of the Sword, in Sweden
K S A	Knight of St. Anne, in Russia
K S E	Knight of St. Esprit
K S F	Knight of St. Fernando, of Spain
K S F N	Knight of St. Ferdinand
K S G	Knight of St. George
K S H	Knight of St. Hubert, Bavaria
K S J	Knight of St. Januarius
K S L	Knight of the Sun and Lion
KSM & SG	Knight of St. Michael and St. George, of the Ionian Islands

K S P		Knight of St. Stanislaus, in Poland
K S S		Knight of the Sword, in Sweden
K S W		Knight of St. Waldemir, in Russia
K T		Knight of the Thistle
K T S		Knight of the Tower and Sword, in Portugal
K W		Knight of William, in the Netherlands
K W E		Knight of the White Eagle, in Poland

L		Lord, lady, Latin, lithium, pound
La		Lanthanum, Louisiana
Ladp		Ladyship
Lam		Lamentations
Lat		Latitude, Latin
Lb		Pound in weight
L C		Lord Chancellor, Lower Canada
L C J		Lord Chief Justice
L D		Lady Day
Ldp		Lordship
Lea		League
Leg		Legislature
Lev		Leviticus
L I		Long Island
Lib		Librarian
Lt		Lieutenant
Lt Co		Lieutenant-Colonel
Lt Gen		Lieutenant-General
Lt Gov		Lieutenant-Governor
Lit		Literature, literary, literally
Liv		Livre
LL B		Bachelor of Laws
LL D		Doctor of Laws
Long		Longitude
Lon		London

La		Louisiana
Lo L		Low Latin
L S		Place of the seal, left side
L S D		Pounds shillings pence
Lt Inf		Light infantry
Lv		Livres
M		Month, masculine, morning, a thousand, meridian
M A		Master of Arts
Minn		Minnesota
Mac		Maccabees
Mad		Madam
Mag		Magazine
Maj		Major
Maj Gen		Major-General
Mal		Malachi
Man		Manege or horsemanship
Manuf		Manufacturing
Mar		March
March		Marchioness
Marg Tran		Marginal Translation
Marq		Marquis
Mas		Masculine
Mass		Massachusetts
Math		Mathematics, mathematician
Mat		Matthew
M B		Bachelor of Medicine
M C		Member of Congress, Master Commandant
M D		Doctor of Medicine
Md		Maryland
Me		Maine
M E		Methodist Episcopal
M E C		Methodist Episcopal Church

Meas  Measure

Mech Mechanics

Med Medicine

Mem Remember, memorandum

Messrs Gentlemen, sirs

Met Metaphysics

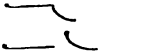
Metr Meteorology

Meth Methodist

Mex Mexico or Mexican

Mg Magnesium

M G Moeso-gothic, major-general

M H S  Massachusetts Historical Society, Member of the Historical Soc'y

Mic Micah

Mich Michigan, Michaelmas

Mid Midshipman

Mil Military

Min Mineralogy, minute, minutes

Min Plen Minister plenipotentiary

Miss Mississippi

Mlle Mademoiselle

M M S Moravian Missionary Society

M M M S Member of the Massachusetts Medical Society

Mn Manganese

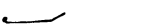
Mo Month, Missouri

Mod Modern

Mon Monday

Mons Monsieur, sir

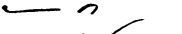
M P Member of Parliament

M P C  Member of Parliament in Canada

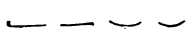
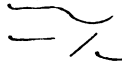
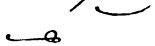
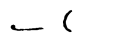
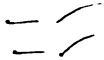
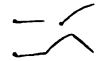
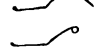
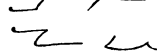
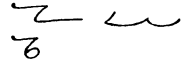
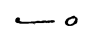
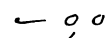
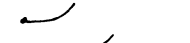
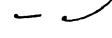
Mr Mister, or master

M R A S Member of the Royal Asiatic Soc'y

M H R Member of the House of Representatives

M R C S  Member of the Royal College of Surgeons

M R I Member of the Royal Institution

M R I A		Member of the Royal Irish
Mrs		Mistress [Academy
M R S L		Member of the Royal Society of Literature
M S		Sacred to the memory
MS		Manuscript
MSS		Manuscripts
Mt		Mount or mountain
Mus		Music, museum
Mus D		Doctor of Music
M W S		Member of the Wernerian
Myth		Mythology [Society
N		North, note, number, nail, nitrogen, noun, name
N A		North America
Na		Sodium
Nah		Nahum
Nath		Nathaniel
Naut		Nautical
N B		Mark well, take notice, New Brunswick, North Britain
N C		North Carolina, New Church
N E		New England, northeast
Neb		Nebraska
Neh		Nehemiah
Nem con		No one contradicting
Nem diss		No one dissenting
Neth		Netherlands
Neut		Neuter
N F		Newfoundland
N T		New Testament
N H		New Hampshire
N H H S		New Hampshire Historical
Ni		Nickel [Society
N J		New Jersey

N L North Latitude

N M New Mexico

N N E North-northeast

N N W North-northwest

No Number, norium

N O New Orleans

Nom Nominative

Non pros He does not prosecute

Norm Norman

Norm Fr Norman French

Norw Norway, Norwegian

Nos Numbers

Nov November

N P Notary Public

N P D North Polar distance

N S New style

N u Name unknown

Num Numbers

N V M Nativity of the Virgin Mary

N W Northwest

N W T Northwest Territory

N Y New York

N Y H S New York Historical Society

N Zeal New Zealand

O Ohio, oxygen

Ob He or she died

Obad Obadiah

Obj Objection, objective

Obs Observation, observatory, obso-

Obt Obedient [lete

Oct October

O F Odd-Fellows

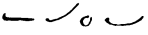
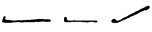
Olym Olympiad
O T Old Testament
Opt Optics
Or Oregon
Ord Ordinary
Ornith Ornithology
O S Old style
Os Osmium
Oz Ounce or ounces

P or *p* Page, participle, phosphorus, pole, pint, pipe, a pugil
Pa Pennsylvania
P a Participle adjective
Pal Paleontology
Parl Parliament
Part Participle
Payt Payment
Pb Lead
P C Conscript Fathers, Privy Councillor
Pd Paid Palladium
P E Protestant Episcopal, Presiding Elder
P E I Prince Edward's Island
Penn Pennsylvania
Pent Pentecost
Per Persia, Persian, by the
Per an By the year
Per cent By the hundred
Perf Perfect
Peri Perigee
Persp Perspective
Pet Peter
Phar Pharmacy
P D Doctor of Philosophy

Phil		Philip, Philippians, philosophy, philosopher, philosophical
Phila		Philadelphia
Philem		Philemon
Philom		Lover of learning
Philomath		A lover of mathematics
Phren		Phrenology
P H S		Pennsylvania Historical Society
Phys		Physics, physiology
Pinx		He or she painted it
Pk		Peck
Pl		Place, plate, plural
Plff		Plaintiff
Plup		Pluperfect
P M		Afternoon, Postmaster, Past Mid-[shipman
P M G		Postmaster General, Professor of Music in Gresham College
P O		Post-office
Pop		Population
Port		Portugal, Portuguese
Pos		Possessive
Pot		Pottle
Pp		Past participle, participle, pages
P P C		To take leave
P R		Porto Rico
Pr		Preposition, by the
P R A		President of the Royal Academy
Prep		Preposition
Pres		Present, president
Pret		Preterite
Priv		Privative
Prob		Problem
Prof		Professor
Pron		Pronoun, pronounced
Prona		Pronominal adjective
Prop		Proposition

Prot		Protestant
Pro tem		For the time
Prov		Proverbs, provost, province
Pros		Prosody
Prox		Next, or of the next month
P R S		President of the Royal Society
Prus		Prussia, Prussian
P S		Privy Seal, Postscript
Ps		Psalm or Psalms
Pt		Platinum, part, payment
P t		Post-town
P Th G		Professor of Theology in Gresham
Pub		Published, publisher [College
Pub Doc		Public Document
Pun		Puncheon
P v		Post-village
Pwt		Pennyweight

Q		Question, queen, farthing
Q B		Queen's Bench
Q C		Queen's Council
Q D		As if he should say
Q E		Which is
Q E D		Which was to be demonstrated
Q E F		Which was to be done
Q E I		Which was to be discovered
Q L		As much as you please
Qm		By what means
Q P		As much as you please
Qr		Quarter, quarters, farthings
Q S		Quarter section, a sufficient quanti-
Qt		Quart, quantity [ty
Qu		Query

Ques		Question
Q V		Which see, as much as you please
R		Rhodium, king, queen, river
R A		Royal Academy, Royal Arch
Rad		Radical
R E		Royal Engineers
Rec		Recipe
Recd		Received
Recpt		Receipt
Rec Sec		Recording Secretary
Rect		Rector
Ref		Reform, reformer, reference
Ref Ch		Reformed Church
Reg Prof		Regius Professor
Regr		Register, registrar
Regt		Regiment
Rel Pro		Relative Pronoun
Rem		Remark, remarks
Rep		Reporter, representative, republic
Rev		Reverend, Revelation, review
Rhet		Rhetoric
R I		Rhode Island
Richd		Richard
R I H S		Rhode Island Historical Society
R M		Royal Marines
R M S		Royal Mail Steamer
R N		Royal Navy
R N O		Knight of the Order of the Polar Star
Ro		Right-hand page
Robt		Robert
Rom		Roman
Rom Cath		Roman Catholic

R R — Railroad

R S — Right side

R S S — Fellow of the Royal Society

R S V P — Answer if you please

Rt Hon — Right Honorable

Rt Rev — Right Reverend

Rt Wpful — Right Worshipful

Ru — Rutherium

Rus — Russia, Russian

R W — Right Worthy

S — South, second, Sunday

S A — South America, according to art

Sam — Samuel, Samaritan

Sans — Sanscrit

S A S — Fellow of the Society of Antiqua-

Sat — Saturday [ries

Sax — Saxon, Saxony

Sb — Antimony

S C — South Carolina, a decree of the Sen-

Sc — He or she engraved it [ate

S cap — Small capitals

Schr — Schooner

Sc — To wit

S C L — Student of the civil law

Sclav — Sclavonic

Scot — Scotland, Scotch or Scottish

Scr — Scruple

Sculp — Sculpture, he, or she, engraved it

S E — Southeast

Se — Selenium

Sec — Secretary, section, second

Sec Leg — Secretary of the Legation

Sect	Section
Sen	Senior, senate, senator
Sept	September, septuagint
Serg or j	Sergeant
Servt	Servant
Sh or S	Shilling
Shak	Shakespeare
S H S	Fellow of the Historical Society
Si	Silicium
Sing	Singular
S J C	Supreme Judicial Court
Sld	Sailed
S Lat	South latitude
Slav	Slavonic
S L	Solicitor-at-law
S N	According to nature
Sn	Tin
Sol	Solomon, solution
S of Sol	Song of Solomon
Sol Gen	Solicitor-general
Sp	Spain, Spanish
S P	Without issue [sophical Society
S P A S	Member of the American Philo-
S P G	Society for the Propagation of the Gospel
S P Q R	Senate and People of Rome
Sq	Square
Sq ft	Square feet
Sq in	Square inches
Sq m	Square mile
Sq r	Square rod
Sq yd	Square yard
Sr	Sir, strontium
S R I	Holy Roman Empire
S R S	Fellow of the Royal Society

S S — Saint Simplicius

S S E — South-southeast

S S W — South-southwest

St — Saint, street, stone, strait

S T D — Doctor of Divinity

Stg — Sterling

S T P — Professor of Theology

Subj — Subjunctive

Subst — Substantive

Su Goth — Suio-Gothic or Norse

Sund — Sunday

Sup — Supplement

Surg — Surgeon, surgery

Surg Gen — Surgeon-general

Surv — Surveyor

Surv Gen — Surveyor-general

S W — Southwest

Sw — Sweden, Swedish

Switz — Switzerland

Syn — Synonyme

Syr — Syria, Syriac

T — Town or township

Ta — Tantalum

Tb — Terbium

T E — Topographical Engineers

Te — Tellurium

Tenn — Tennessee

Term — Termination

Tex — Texas

Text Rec — Received Text

Theol — Theology

Theo — Theodore

Theoph Theophilus

Theor Theorem

Thess Thessalonian

Thos Thomas

Thurs Thursday

Ti Titanium

Tier Tierce

Tim Timothy

Tit Titus

T O Turn over [urer, trustee

Tr Translator, translation, treas-

Trans Translation, translator, trans-

Trin Trinity [lated

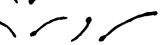
Tues Tuesday

Turk Turkey, Turkish

Typ Typographer

U Uranium

U C Upper Canada

U E I C  Upper East India Company

U J D Doctor of both Laws

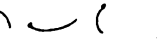
U K United Kingdom

Ult Last or of the last month

Univ University

U S As above, United States

U S A U. S. Army, U. S. America

U S M  U. S. Mail, U. S. Marine

U S N United States Navy

U S S United States Ship

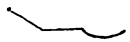
U T Utah Territory

U S R Usher of the Scarlet Rod

Usu Usually

V		Vanadium, verb, see, against,
Va		Virginia [verse
V A		Verb active
V C		Vice-Chancellor
V D M		Minister of God's Word
Ven		Venerable
V G		For example
Vis		Viscount
Viz		To wit, namely
V N		Verb neuter
Vo		Left hand page
Vol		Volume
Vols		Volumes
V P		Vice-President
V R		Queen Victoria
Vs		Against
V t		Verb transitive
Vt		Vermont
Vul		Vulgate
Vulg		Vulgar, vulgarly

W		Welsh, West, Wednesday, week
Wed		Wednesday
Whf		Wharf
W I		West Indies
W Lon		West Longitude
Wm		William
W M S		Wesleyan Missionary Society
W N W		West-northwest
Wp		Worship
Wpfl		Worshipful
W S		Writer to the Signet

W S W		West southwest
W T		Washington Territory
Wt		Weight
Xms		Christmas
Xn		Christian
Xnty		Christianity
Xper		Christopher
Xt		Christ
Y		Yttrium
Yr		Year
Y B		Year book
Yd		Yard
Yds		Yards
Ym		Them
Z		Zirconium
Zech		Zechariah
Zeph		Zephaniah
Zn		Zinc
Zool		Zoology

CHAPTER V.

POSITIONED WORD SIGNS.

THE best word signs are those which so fully suggest the words which they represent as to tax the memory but slightly — such signs as grow out of the words, and such as when seen, immediately suggest their word. Many words are almost wholly spelled by a single line with the contractions of which it is capable, while others require almost as many lines as they have letters. In many long words, syllables may be omitted either from their beginning, middle or end, and still leave the word clearly suggested; as, *ac* may be omitted from such words as according, accident, account; *con* from such words as contention, construction, confusion; *com* from such words as commercial, commandment, complainant; *dis* from dissension, discussion, dispersion; *pro* from profuse, protect, propose; *per* from perspire, persuade, perplex; *inter* from interfere, interpret, interest; *in* from instill, inside, incur, increase, inform; *un* from unfold, unfulfill, under.

In all cases in which a beginning syllable is omitted from a word, the word should be written a greater distance from the preceding word, to indicate the omission; the space, the written part of the word and the context will serve to make the clipped word plain. In the following list, the sign, consisting of a single line, or con-

tracted line, or hook and line, is given in each case at the left of the word for which it stands; the sign represents several words, each dependent on the position in which the sign is written.

The words expressed by the signs are arranged in six columns corresponding with the six positions, viz: the five vowel or consonant positions and the position on the line in which words are naturally written. The columns are arranged three on a page, two opposite pages being required to display all the words represented by each sign. For convenience, the signs are repeated on the second page. At the top of each column is placed the letter which the position should express, and which is the second or third letter of the words beneath it. This position letter forms a part of and is to be read in the sign which stands at the left of the column. In writing, the word-signs are often used with suffixes attached to form other words. In such cases the sign should be in position and the affix made without lifting the pen. It will be excellent practice, in learning the signs, to form words with sign and suffixes.

It will undoubtedly be clear to the learner that in this list each sign stands for the several words at its right, and that for each word the sign must be written in the position indicated by the letter at the top of the column in which the word stands. All the signs that a writer uses, he should thoroughly memorize and practice writing until he can form them perfectly and rapidly. It is good practice to form and write short sentences containing the words represented by signs.

		b	*s*	*on the line*
a	(	above	as	any
ar	(	abroad aboard	assure	are
au	(	abuse	assume	author awe
at	(	about at a add a	assist astonish at the	at add
art	(	abrupt	assert	art
al	(	able	also always	all
alr	(	abler		already
ag	(	abridge	assuage	advantage
arnt	(	abridgment	ascertained	are not
amt	(		assumed	am not
ait	(		as it	
ant	(	abundant	as not	
atl	(			at all
awr	(			aware
ay	(		assay	ay aye away
ac	)	academy	accept	account
act	)	act a	accede act the	act

		n	*f*	*g*
a	(	an	afford	again
ar	(	another	afar	agree
au	(	annuity	affluent	august
at	(	ant aunt at it	affect	agent
art	(	another and are	after afraid	a great
al	(	annual annul	afflict	agile
alr	(	annular	afflicter	agglomerate
ag	(	angel angelic	affright	aggregate
arnt	(		affront	aggrandizement
amt	(	animate	affirmative	agreement
ait	(	annihilate	affidavit	agitate
ant	(	annuity	affinity	agonized
atl	(	antediluvial	affectively	agricultural
awr	(		afterward	
ay	(	any	affray	
		t	*o*	*u*
ac	)	accident	accomplish	accuse
act	)	acid	accommodate	acute

acr		acre	
acrd		accredit	actor
acl	acclaim		
algr		allegretto	altogether

		b	*s*	*on the line*
e		ebb	establish	even
e			escape	each
er		ebriety	erase	error
er		erebus	erroneous	ever
ed		ebbed	eased	educate
et			estate	each time
erd			erased	eradicate
ert			erasement	erect
el		ebullition	essential	each will
erl				erelong
ery			erroneously	every
ell			ecclesiastical	eventual

acr	acrimony	accroach	accrue
acrd	acrid	accord	accurate
acl	accessible	acknowledge	accumulate
algr	allegory		

	n	*f*	*g*
e	enjoy	effect	engage
e	ennoble	efficient	engine
er	enormous	enforce	engross
er	enravish	effervesce	egress
ed	end	enfilade	edge
et	entice	effect	egotist
erd	endeavor endure		engird
ert	entire enter	effort	energetic
el	enlightened	effulgent	English
erl	enroll	ephemeral	egregiously
ery	entry	effrontery	
ell		effectual	

		b	*s*	*on the line*
i		imbibe	is	I am
i		imbue	insist	I may
ir		imbroglio	inscribe	inure
ir		imbrue	insure	inner
id		imbed	inside	I do, did
it		it a	it the	it, ie
ird		inbred	insured	inroad
irt		inbreathe	instruct	inert
il		imbecile	insulate	I will
irl		irreligious	insular	illiterate
oi y			voice	annoy
oid t		avoid toy	avoids	annoyed
iit		ibid	Israelite	impenetrable
iit				impossible
I				I

		n	*f*	*g*
i		in	if	ingenious
i		inform	infallible	"
ir		inner	infringe	ignore
ir		"	infirm	ingress
id		indeed	infidel	
it		it is	it to	it gave
ird		indorse	inferred	ingratitude
irt		intricate	infuriate	ingrate
il		inland	influence	ineligible
irl			infernal	inglorious
oi y		coin		voyage
oid t		oint anoint		
iit		initial	infatuate	ingenuity
iit		inimitable	infinite	ingredient
I				

iv		I have a	I have the	I have
ivr		I aver		I very
il		I will be	I will as	I will
ith		I think a	I think the	I think
itm		it may be		it may
its		it is a	it is the	it is
itshl		it shall be		it shall

		b	*s*	*on the line*
o		object	ostentatious	one
o		own a	own the	own
or		over a	over the	over
or		or a	or the	or
od		do a	do the	do
ot		to a	to the	to
odr		overdo a	overdo the	overdo
otr		or to a	or to the	or to
ol		obligate	oscillate	old

		i	*o*	*u*
iv		I have it	I have to	
ivr				I have your
il		I will it	I will too	
ith		I think it	I think too	I think you
itm			it may too	
its			it is too	
itshl			it shall too	

		n	*f*	*g*
o		on	of	ogee
o		own it	own two	own you
or		over it	over to	over you
or		or it	or to	or you
od		do it	do to	do you
ot		to it	to do	to you
odr		overdo it		
otr		or to it	or to do	or to you
ol		only	official	ogle

		b	*s*	*on the line*
ou	/	outbreak	outsell	outward
out	/	out a an outbid	out the outside	out ought
our	/	outrage		our hour
outr	/	outward bound	outrageous	outer
oo	/			one's own
oo	/	own one of a		own one
op	/	opaque	opposition	option
oprt	/	operatic	operates	operate
orr	/			over
othr	/	other business		other
to do	/	to do a an	to do the	to do
do to	/	do to a	do to the	do to
olr	/	obligatory	oscillatory	older

		b	*s*	*on the line*
u	\	unbecoming	us	you
u	)	unbounded	use	unusual
ur	\	unbar	usury	your

		n	*f*	*g*
ou		own		
out		out it down	out to	out you
our		owner		outgeneral
outr		round		outguard
oo				one you own
oo		own one in	one own if	you own one
op		open opinion	oppose	opulent
oprt			opportunity	
ovr		over it	over to	over you
othr			other to	
to do		to do it	to do to	to do you
do to		do to it		do to you
olr				

		n	*f*	*g*
u		union	unfashion	ungenial
u			unfavorable	ungenerous
ur		unreasonable	unfertile	ungrounded

	b	*s*	*on the line*
ur	unborn	usurp	you are
ud	unbind	used	undo
ut	unbit	unsuited	utmost
udr	unburied		under
utr	unburnt		untrue
ul	unblamable	usual	unable
url	unreliable		unreal
utl		unsettled	

	a	*e*
light	a	the
heavy	are	there

	a	*e*	*on the line*
b	be a	be the	be, been
br	bar	bear	before
bd t	bad, bat	bed, bet	bade
brd	barred	beard	bright
bl	balance	believe	able

		n	*f*	*g*
ur	⟍	unrighteous	unfair	ungraceful
ud	⟍	undone		unguided
ut	⟍	unto, unite, unit	unfit	unguent
udr	⟍	undrawn	unformed	unguarded
utr	⟍	untried	unfetter	
ul	⟍	unless	unfulfilled	ungallant
url	⟍	unlearn	unfurl	ungrateful
utl	⟍	until	unfaithful	

		i	*o*	*u*
light	·	I	o	up
heavy	•	infer	over	upper

		i	*o*	*u*
b	⟍	be it	be to	be you
br	⟍	bring	bore	burr
bd t	⟍	bid, bit	abode, boat	bud, but
brd	⟍	bird	board	buried
bl	⟍	blithe, blight	blow	blue

		a	*e*	*on the line*
brl		barrel	believer	
bu		business of a	business of the	business
but		but a	but the	but

		a	*e*	*on the line*
c		candid	census	can
c		cabinet	century	come, came
cr		careful	cereals	care
cr		crayon	create	car
crt *crd*		cart	certify	consider
cl		call	cell	
cl		calculate	celebrate	criminal
clr		careless	cellular, cellar	clear
cld		called	celestial	could
ch		such a	cheer	such

		a	*e*	*on the line*
d		day	deem	done
dr		dare	derive	Dr., dear

		i	*o*	*u*
brl		brilliant	bolder	builder
bu		business in	business to	
but		but it	but to	but you

		i	*o*	*u*
c		citizen	county	court
c		civilize	comfort	country
cr		circuit	corner	cure
cr		crime	crowned	curious
crt *crd*		cried	crowd	crude
cl		clime, climb	collect	cull
cl		clinic	column	culpable
clr		circle	color	culinary
cld		climate	cold	culled
ch		chief	choose	church

		i	*o*	*u*
d		die	do	due
dr		dire	door, doer	during

		a	*e*	*on the line*
dt		date	debt	
dd			dead	
drd		dared		
dtr		dater	deter	debtor
dl		daily, dally	dell	difficult
drl		darling	dearly	dreadful
dlr		dallier	dealer	

		a	*e*	*on the line*
f		faith	few	fact
fr		from a	from the	from
ft		fat, fade	feet, feat	
ftr		father	feature	forward
frd t		afraid	freed	freight
fl		fall, fail	fell, feel	fulfill
frl		farewell	fearful	freely

		a	*e*	*on the line*
g		gave	gentlemen	gone

		i	*o*	*u*
dt		indite	dote	duty
dd		did	dodge	
drd		dried	adored	endured
dtr		debtor	dictator	doubter
dl		idle	dole	dull, duly
drl		direful	droll	
dlr		dollar	dilator	duller

		i	*o*	*u*
f		fine	found	fund
fr		from it	for	fur, from you
ft		fit, fight	food, foot	future
ftr		fighter	foot race	further
frd t		freight	forward	fruit
fl		file	follow	full
frl		firmly	forlorn	furlough

		i	*o*	*u*
g		give	go	begun

	a	*e*	*on the line*
gt	gate	get	God
gr	agree	grieve	giver
grt d	grade grate	greed greet	great
gl	gallon	gentle	guilt–y
grl	garland	general	glory

	a	*e*	*on the line*
h	how a an	he	how
hr	hair	her, here	however
th hd	that a an	that the	that
hrd	hard	heard	there
hl	have all	hell	he will
hm	ham	he may	
thm	that may	them	
hs	has	he is	how is
ths	that is	these	
thn	than	then	that in

		i	*o*	*u*
gt		gift	good	guide
gr		grief	grow	grew
grt d		gird, girt, grit	grown	ground
gl		gill	gold	gull
grl		girl	glorify	

		i	*o*	*u*
h		high	who	how you
hr		higher	whoever	however you
th hd		that it	though	that you
hrd		hired	hoard	hurried
hl		highly	who will	human will
hm		him	home	hum
thm		that my		
hs		his	whose	husband
ths		this	those	thus
thn		thin	though in	

		a	*e*	*on the line*
j		James	Jesus	judge
j		"	"	judgment
jr		jar	jeer	jury
jr		"	"	
jt		jade	jet, jest	justified
jtr			jester	justifier
jl		jail	jealous	jealousy

		a	*e*	*on the line*
k		knave	keep	knew
kr		knavery	keeper	

		a	*e*	*on the line*
l		law	leave	all, will
lr		lair	leer	already
rl		rail	reel, real	are, all

		a	*e*	*on the line*
m		may	me	my
mr		mar	mere	Mr.

		i	*o*	*u*
j		join	John	just
j			"	"
jr			journal	juror
jr			"	"
jt			journalist	
jtr				juster
jl		jilt	jolly	July

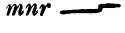
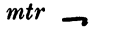
		i	*o*	*u*
k		kind	know	
kr		kinder	know her	

		e	*o*	*u*
l		liable	alone	lunar
lr		lyre, liar	lower	lure
rl		rill	roll	rule

		i	*o*	*u*
m		my	mow	much
mr		mire	more	murmur

		a	*e*	*on the line*
mn		man	men	See *mn*, p. 106
mnr		manner	meaner	
md		made mad	mead meed	made it
mt		mat	met	might it
mtr		matter	meter	mightier
mrt		mart	merit	
ml		mail	meal	
mh		may have		
mst		mast	messed	

		a	*e*	*on the line*
n		name		now
nr		narrow	near	never
nd		and a not a	net next	
nrd		narrowed	near to neared	nature
nl		nail in all	kneel	
nn		in an		
nm		name		

		i	*o*	*u*
mn		mire	mow	must
mnr		mine miner	moan	munificent
md		amid	mode	mud
mt		might	mote	mute
mtr		miter	motor	mutter
mrt		myrtle	mortal	
ml		mile mill	mole	mule
mh		might have		must have
mst		mist missed	most	must

		i	*o*	*u*
n		nine	no now	new
nr		inner	nor	number
n		night	not	nut nude
nrd			nor do	under
nl		Nile	knoll	null
nn		nine	none	nun
nm				numb

		a	*e*	*on the line*
p		pa, pay	pea	up
pd *pt*		pad, paid	pieced	apt
pr		pray, par	prey	upper
prd		prayed	preyed	appeared
pl		play	plea	appeal
plr		player	pleader	appealer
pn		pan	pen	
pnd		pained, paint	penned	
pp		pap	peep	
ppr		paper	peeper, pepper	
ppl		papal	people	
pe				peace
ph		phantom	phenomenon	
prs		praise	press	

		a	*e*	*on the line*
q		quantity	question	queen

		i	*o*	*u*
p		opinion	point	public
pd *pt*		opinionated	pointed	published
pr		pry	propose	prune, pure
prd		pried	proposed	pruned
pl		ply	plow	plume
plr		plyer	plowman	
pn		pin	upon	pun
pnd		pinned	upon it	impugned
pp		pipe	pope	puppet
ppr		piper	popery	
ppl			popular	pupil
pe				
ph		philosophy	phonograph	
prs		prism	peace	purse

		i	*o*	*u*
q		quick	quotient	

		a	*e*	*on the line*
qr	(	quarantine	questioner	queenlier
qt	(	quadrant	quest	
qrt	(	quarter	querist, queried	
ql	(	qualify	quell	
qrl	(	quarrel	queerly	

		a	*e*	*on the line*
r	—	raise	rest	rather
rd	—	raised	rested	
rr	——	rare	rear	are rather

		a	*e*	*on the line*
s	⌣	say	see	some
sr	⌣	safer	seer	sir
st d	⌣	sad, said, sat	set	sight
str	⌣	star, sadder	steer, setter	
sl	⌣	sail	sell	
slr	⌣	sailor	seller	
sh	⌣	shame	she	

		i	*o*	*u*
qr		quire, inquire	quorum	
qt		quite, quit	quote	
qrt		chorister		
ql		quill		
qrl				

		i	*o*	*u*
r		rise	rose arose	ruse
rd				
rr		riser	roar	

		i	*o*	*u*
s		sigh	so, sow	sue
sr		sinner	sorrow	sure
st d		sit	sought	sued, suit
str		stir, sitter	store	suitor
sl		sill	sole, sou	sully
slr		silver	solar	surely, surly
sh		shy	show	shun

		a	*e*	*on the line*
shr		share	shear, shier	
shd		shad, shade	shed	

		a	*e*	*on the line*
t		take a	take the	take
tr		tare	tear	take care
tt		taste	test	
ttr		taster	tester	
tl		tall	tell	
tlr		taller	teller	

		a	*e*	*on the line*
v		have a	have the	have
vr		vary–ous	very	view
vt		vat	vest	
vtr		vaster	venturer	
vl		value–d	evil	

		a		*on the line*
w		was	we, when	with

		i	*o*	*u*
shr			shower, shore	shudder
shd		shied	showed	should

		i	*o*	*u*
t		take it	take to	take
tr		tier, tire	tore	true
tt		tight	towed	trust
ttr		tighter	toward	truster
tl		till	toll	tule
tlr		tiller	toller	

		i	*o*	*u*
v		have it	have to	have some
vr		virus	voracious	virulent
vt		visit	vote	viewed
vtr		visitor	voter	viewer
vl		village	volume	vulnerable

		i	*o*
w		win	woe

		a	*e*	*on the line*
w		which a	which we	which
wr		war	were	
wr		which are	which we are	whichever
rw		are with a	are with the	are with
wt d		wade, wait weight, weighed	wed, weed	what
wrd		ward, wart	wearied	
wtr		water, waiter wader	weeder	whatever
wh		what a	when the	
wl		wall	well	with all which all
		a	*e*	*on the line*
x		exact	execute	expect
z		exacter	exterior	exercise
xt		ecstatic	extent	expect it
xrt		extra	extreme	exert
xl		exalt	excel	
		a	*e*	*on the line*
y		Yankee	yearn	ye, yes
yr		yarn	year	
yt		yacht	yet	

		i	*o*	*u*
w		which I	which to	which you
wr		wire	wore, whoever	
wr				which you are
rw		are with it		are with you
wt d		wide	would	would you what you
wrd		weird, wired	word	
wtr		wider		whatever you
wh		when it, I	when to	when you
wl		will		with all you which all you
		i	*o*	*u*
x		exist	exhort	excuse
z			exhorter	excursion
xt		extinguish	extole	
xrt		exertion	extraordinary	executioner
xl		exhilarate		exult
		i	*o*	*u*
y		yield	you	youth
yr			your	
yt			yonder	

CHAPTER VI.

OUTLINE WORD SIGNS.

The following list consists chiefly of long words whose principal elements are combined into forms producing suggestive word signs. Each written outline being fully given in the Roman letter will be more readily understood by the writer.

These outlines are valuable not only as word signs, but as suggesting how other words may be clearly expressed by brief outlines. To make them thus serviceable the writer should familiarize himself with them, not merely as signs, but as suggested and suggestive outlines. They should be written and read many times until they are quite familiar. After they are thus thoroughly mastered the student will be prepared to make outlines of all words, always striving to write them as brief as possible and still leave them suggestive of the words which they represent. In practice, pronounce and write at the same time, steadily striving to write them as rapidly as they can be pronounced. For this purpose it is very serviceable to thus pronounce and write words repeatedly, going over the same exercise day after day until the pen becomes as expert as the tongue. Only by such repetition long continued and daily pursued can the writer hope to acquire the skill requisite to verbatim reporting.

Abundant		a^{b}ndnt
Accepted		accpted
Acceptable		acceptl
Accession		acssion
Accident		acdnt
Accuracy		acurc
Accurateness		acurtness
Accordingly		acrdingly
Accusation		acsation
Acquisition		acsition
Active		actv
Acknowledge		acg
Additional		aditionl
Advance		adnc
Advanced		adncd
Advancement		adncm
Advantageous		advs
Advertise		vrts
Advertising		vrtsing
Affected		a^{f}ctd
Affectionate		a^{f}tionat
Affliction		a^{f}ltion
Agitate		agt
Aggregate		agrt
Almost		alst
Already		alrd
Along		alng
Altogether		algtr
Amounted		mouted
Ambitious		ambtious
America		mrca
American		mrcn
Among		mng
Amongst		mngst

Anniversary		v^{e}rsry
Anatomy		a^{n}y
Antagonism		at^{n}gsm
Annual		au^{n}al
Annul		a^{n}ul
Annular		a^{n}ulr
Antagonistic		at^{n}gsc
Antagonist		at^{n}st
Another		atr^{n}
Anybody		a^{n}ybd
Anything		a^{n}ying
Appear		apr
Appearance		aprnc
Appeared		aprd
Appears		aprs
Appearing		apring
Appliance		aplinc
Applicant		aplnt
Application		aplction
Applied		apld
Apply		aply
Applicable		aplbl
Applicability		aplblt
Apprehend		aprnd
Apprehended		aprnded
Apprehensible		aprnbl
Apprehensibility		aprnblt
Apprehension		aprnsion
Apprehensive		aprsv
Approve		aprv
Approval		aprol
Arrive		riv
Arrival		arvl
Rival		rivl

Arrived		arvd
Arbitrary		art^{b}ry
Archangel		ar^{n}gl
Archbishop		ar^{b}p
Architecture		arctr
Architectural		arctrl
Aristocracy		arsty
Aristocrat		arscrt
Aristocratic		arscrtc
Arrange		ar^{n}g
Arrest		arst
Artificial		art^{f}shl
Artistic		art^{s}c
Assistance		a^{s}tnc
Ascription		a^{s}crtion
Assemble		a^{s}mbl
Assembled		a^{s}mbld
Assembly		smbly
Assembling		smbling
Assure		a^{s}ur
Assurance		a^{s}urnc
Assuring		a^{s}uring
Assignment		a^{s}nmt
Astonished		at^{s}nshd
Astonishing		at^{s}shing
Astonishment		at^{n}shmt
Astronomy		atr^{n}my
Astronomer		atr^{n}mr
Astronomical		atr^{n}cl
Astounding		at^{s}nding
Attainment		atnmnt
Attract		atrct
Attraction		atrction

Attractive		atrcv
Atonement		tonm
Authority		authrit
Authoritative		authrtv
Auspiciously		auspshl
Auspicious		auspsh
Aversion		avrshn
Avocation		avshn
Avoid		avd
Avowed		avowd
Bachelor		b^{a}chlr
Beauty		buty or but^{y}
Beautiful		butfl
Begin		b^{g}n
Begun		bu^{g}n
Began		g^{a}n
Beginning		g^{i}ning
Bank		b
Bankable		bbl
Bankrupt		brpt
Bankruptcy		brptc
Because		bcs
Become		bcm
Before		bfr
Behold		bhol
Beheld		bhld
Belief		blf
Believe		blv
Belong		blng
Belongs		blngs
Belonging		blngng
Body		bdy

Boldness		b°ldn
Bountiful		bountl
Brethren		brthrn
Brother		br°thr
Calculable		clbl
Cabinet		cbnt
Calvinism		Clvnm
Capable		c^{a}pl
Captain		cptn
Casually		c^{a}sly
Catholic		Cthlc
Catholicism		Cthlsm
Certainty		crtnt
Cessation		csation
Celestial		clstl
Celebrate		clbrt
Celebration		clbrtion
Certificate		crtct
Certify		certfy
Change		chng
Character		chrctr
Characterize		chrctrz
Characterizes		chrctrzs
Characters		chrctrs
Characteristic		chrctrst
Characterization		chrctrztio
Charitable		chrt^{a}bl
Charity		chrt^{a}
Charter		chrtr
Cheer		chr^{e}
Children		chlrn
Childhood		chlhood

Churchyard		chrchrd
Circumstance		circumsnc
Circumference		circumfrnc
Citizen		c^{i}tzn
Civilize		clz
Clerical		clrcl
Climate		cl^{i}mt
Color		clr^{o}
Commence		m^{e}nc
Commencements		m^{e}ncms
Combination		combintion
Company		comp^{a}ny
Compared		comprd^{a}
Comprehended		compr^{e}nded
Comprise		compr^{i}s
Compose		comp^{o}s
Concern		cncrn
Conclusion		conclshn
Consequence		consqnc
Consequential		s^{e}qshl
Consideration		s^{i}drtion
Consisted		consstd
Conformable		frmbl
Constant		constnt
Constituted		constutd
Contingency		contgc
Contradistinction		contr^{a}dsshn
Contradistinguish		contradsh
Contrivings		trivings
Could		cd
Counsel		cousl
Consul		cosl
Council		concl
Covenant		cvnt

Combine		combin
Commence		commnc
Commencement		commn
Complete		complet
Complexion		compl^{e}xshn
Condition		cndtion
Complain		compl^{a}n
Compliance		compl^{i}nc
Construction		constrction
Consumed		sumd
Contained		contand
Contraction		traction
Contradiction		tradction
Contradistinction		tradstntion
Contrived		trivd
Controlled		controld
Conversion		convrsion
Conviction		convtion
Convince		convnc
Corrective		crctv
Countenance		countnc
County		county
Countrymen		cntrmn
Covered		cvrd
Created		cr^{e}td
Cured		cr^{u}ed
Curious		cr^{u}is
Curved		crvd
Danger		dngr
Endanger		e^{n}dgr
Darkens		darns

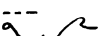
Defendant		de^{f}ndnt
Delinquent		delnq
Deliverance		delvrnc
Denominate		denmt
Denomination		denmtion
Derision		dershn
Derivation		derivtion
Description		de^{s}crp
Descriptive		de^{s}crpt
Designation		de^{s}gntion
Develop		devlp
Difference		di^{f}rnc
Difficulty		di^{f}c
Dignity		digty
Direction		dirction
Directness		dircness
Disadvantage		di^{s}ad
Disadvantages		di^{s}ads
Disadvantageous		di^{s}adg
Disbelief		di^{s}b
Discharge		di^{s}chr
Disclaim		di^{s}cl
Dissever		di^{s}vr
Discover		di^{s}cr
Discourse		di^{s}crs
Discourage		di^{s}crg
Disaffection		di^{s}ftion
Discrepancy		di^{s}crp
Discriminate		di^{s}crm
Disorganize		di^{s}org
Disorganized		di^{s}orgd
Disorganization		di^{s}orgtion
Displeasure		di^{s}plsr
Displease		di^{s}pls

Disqualify		di^{s}ql
Disfavor		di^{s}fr
Disease		di^{s}s
Dissatisfaction		di^{s}stftion
Dissimilar		di^{s}mlr
Distinguish		di^{s}tingsh
Distinguishable		di^{s}tingbl
Distinction		di^{s}ttion
Divinity		divnt
Doctor		Dr.
Dollar		dolr
Domestic		m^{s}tc
Donation		do^{n}ation
Downward		dow^{n}rd
During		during
Duration		duration

England		e^{n}glnd
Eclectic		eclt
Ecclesiastic		eclst
Eccentric		ecntr
Eccentricity		ecntrc
Emphatic		emptc
Employment		employm
Empyric		emprc
Endanger		e^{n}dgr
Endeavor		e^{n}dvr
Enlarge		e^{n}lrg
Enthusiasm		thusm
Enthusiastic		thustc
Entire		e^{n}tir
Episcopalian		pspl

Equinoctial		q'ncl
Equivalent		q'vlnt
Especially		spshly
Establishment		e^{s}tmnt
Eternal		ternl
Eternity		ternt
Evangelical		glcl
Evening		vning
Evidence		evdnc
Everlasting		erlsing
Exchangeable		xchbl
Exclamation		xclmtion
Exclusion		xclshn
Excommunication		xcomntion
Excommunicator		xcomcr
Executor		xctr
Exemplify		xmplfy
Exemplification		xmplftion
Exhibition		xition
Existed		xsted
Existence		xsnc
Expanse		xpans
Expense		xp^{c}ns
Expectation		xpction
Expenditure		xpndr
Experience		xprnc
Explanation		xplntion
Exploration		xplortion
Expression		xprsn
Exquisiteness		xqsness
Extempore		xtmpr
Extemporaneous		xtmprs
Extension		xtnshn
Extenuation		xtnashn

Exterior		xtrior
Extract		xtrct
Extracted		xtrc
Extinguish		xtingsh
Extraordinary		xtrord
Extravagant		xtrnt
Extradition		xtrdtion
Fact		f[a]ct
Failure		f[a]lr
Family		f[a]mly
Familiar		f[a]mlr
Fantasm		f[a]nts
Fantastic		f[a]ntsc
Fantasy		f[a]ntsy
Fashion		f[a]shn
Favorable		f[a]vrl
Feature		f[e]tr
Financial		f[i]nshl
First		frst
Forever		frer
Forgiven		frgn
Former		f[o]rmr
Formality		f[o]rmlt
Formation		f[o]rmshn
Forward		f[o]rwrd
Foundation		foundshn
Fraction		fr[a]ction
Freedom		fr[e]dm
Frequent		fr[e]qnt
From		frm
Fruition		frution
Furnished		furnshd

Furniture		furntr
Future		futr
Gain		g^{a}n
General		g^{e}nrl
Generalize		genrlz
Generation		genrshn
Gentleman		gmn
Glorify		gl^{o}rfy
Glorious		gl^{o}rs
Govern		govrn
Governor		govrnr
Government		govrmnt
Grander		gr^{a}ndr
Grandeur		gr^{a}ndur
Grandchild		grnchl
Grandchildren		grnchln
Had		hd^{a}
Half		hlf
Halve		hlv
Happy		h^{a}py
Habeas corpus		hbs crps
Hardened		h^{a}rdnd
Hath		h^{a}th
Have		v
Have not		vnt
He have		hv
Henceforth		h^{e}ncfrth
Hereafter		h^{e}rftr
Hesitation		h^{e}sttion
Heretofore		h^{e}rtfr

Hieroglyphical		h^{i}rglcl
Home		hom
Him		h^{i}m
Hopeful		h^{o}pfl
History		h^{i}stry
Hundred		hu^{n}drd
Human		h^{u}
Humanity		h^{u}mnt
Hurried		hurd

I		I
I am		Im
Idleness		idlns
Ignorance		ignrnc
Imaginable		imgl
Imaginary		imgry
Immediately		m^{e}atly
Immoral		imrl
Immorality		imrlt
Mortal		mortl
Immortal		imrtl
Immortality		imrtlit
Immortalize		imrtlz
Impassioned		impshnd
Impatience		impshnc
Impatient		impshnt
Inpenetrable		impntrl
Impenetrability		impntrblt
Imponderability		impndrblt
Important		imprtnt
Importance		imprtnc
Impossible		imp^{o}sb

Impossibility		imp°slt
Impoverished		impvrshd
Impractical		imprctl
Impracticable		imprcbl
Impracticability		imprcblt
Improbable		imprbl
Improbability		imprblt
Improvement		imprmnt
Imprint		imprnt
Imperishable		imprshl
Impertinent		imprtnt
Inauspicious		i^{n}spshs
Inartificial		i^{n}rtfcial
Incapable		i^{n}cpl
Inconsiderable		i^{n}consdrl
Inconsiderate		i^{n}consdrt
Inconsistent		i^{n}conssnt
Indefatigable		i^{n}dftbl
Indefinite		i^{n}dfnt
Indelible		i^{n}dlbl
Indescribable		i^{n}dscrl
Indifferent		i^{n}dfrnt
Indifference		i^{n}dfrnc
Indignity		i^{n}dg
Indemnity		i^{n}dmnt
Indemnification		i^{n}dmshn
Indiscriminate		i^{n}dscr
Indispensable		i^{n}dspn
Individual		i^{n}dvdl
Indoctrine		i^{n}dctrn
Indolent		i^{n}dlnt
Indicate		i^{n}dct
Industry		i^{n}dstry
Industrious		i^{n}dstrs

Indubitable		i^{n}dbtl
Indebted		i^{n}dtd
Infinite		i^{n}fnt
Infidelity		i^{n}fdlit
Infirm Inform		i^{n}frm
Influence		i^{n}flnc
Inference		i^{n}frnc
Information		i^{n}frmshn
Informal		i^{n}frml
Informality		i^{n}frmlt
Infringe		i^{n}frg
Inhospitable		i^{n}hspt
Inhospitality		i^{n}hspit
Inscribe		i^{n}scr
Inscription		i^{n}scrshn
Incur		i^{n}cr
Insecure		i^{n}scur
Insecurity		i^{n}scurt
Insignificant		insg
Insignificantly		insgly
Insignificance		insgnc
Insignia		insgna
Institute		instut
Insubordinate		insbrd
Insubordination		insbrdshn
Insuperable		insupr
Integrity		i^{n}tgrt
Intellect		i^{n}tlct
Intellectual		i^{n}tlcl
Intelligent		i^{n}tlgt
Intelligence		i^{n}tlgnc
Intelligible		i^{n}tlgl
Intelligibility		i^{n}tlglt
Intemperate		i^{n}tmprt

Intemperance		i^{n}tmprnc
Interior		i^{n}trior
Internal		i^{n}trnl
Interrogate		i^{n}trogt
Interrogation		i^{n}trogshn
Interrogative		i^{n}trgtv
Intrinsic		i^{n}trnc
Irrational		irashnl
Irrecoverable		irrecvl
Irreconcilable		irreconcl
Irrefragable		irrefrgl
Irrefutable		irreftl
Irrelevant		irrelvt
Irreligion		irrelg
Irreligious		irrelgs
Irrepressible		irreprsl
Irrespective		irrespt
Irresponsible		irrespl
Irruption		irruption
Irregular		irreglr

Jehovah		jh
Jove		jv
Jealous		jls
Jewish		jsh
Joint-stock		jtst
Jurisdiction		jrdshn
Jurisprudence		jrprd
Junction		jncshn
Justification		jtcshn
Juvenile		jvl
Juxtaposition		jxtshn

Kindness		kns
Kindly		kly
Kingdom		kingm
Knowledge		n°lg
Know		ko
Knowing		k°ing
Known		kn
Label		l[a]bl
Large		l[a]rg
Larger		l[a]rgr
Landscape		l[a]ndsp
Language		l[a]ng
Languish		l[a]ngsh
Legacy		l[e]gc
Legislate		l[e]gslt
Lengthen		l[e]ngn
Lenient		l[e]nnt
Libation		li[b]shn
Liberty		li[b]rt
Liquidation		l[l]qdashn
Longer		lo[n]gr
Lovely		l°vly
Loving		l°ving
Lovingly		l°vingly
Many		m
Magazine		m[a]g
Magnificent		m[a]gcnt
Magnificence		m[a]gcnc

Magic		m^{a}gc
Majestic		m^{a}jtc
Maladministration		m^{a}lstrshn
Malfeasance		m^{a}lfnc
Malign		m^{a}ln
Malignant		m^{a}lg
Malignancy		m^{a}lgc
Manufacture		m^{a}nftr
Manufactory		m^{a}nftry
Manufacturing		m^{a}nftring
Manufacturer		m^{a}nftrer
Manumit		m^{a}nmt
Mary		m^{a}ry
Marry		m^{a}rry
Measured		msrd
Mechanics		m^{e}cns
Mechanical		m^{e}cl
Mechanism		m^{e}csm
Member		m^{e}mbr
Memoranda		m^{e}mrnd
Memoir		m^{e}mr
Memory		m^{e}mry
Mendicant		m^{e}ndct
Menial		m^{e}nl
Mensuration		m^{e}srshn
Mention		m^{e}nshn
Mercy		m^{e}rc
Merchantable		m^{e}rchtl
Merry		m^{e}ry
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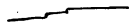
Messrs.		m^{e}srs
Might		mit
Mighty		mity
Million		miln

Minimum		m^{i}nmm
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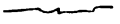
Minute		m^{i}nit
Misdemeanor		msdmnr
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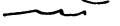
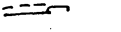
Misrule		msrl
Mistake		mstk
Mistrust		mstrst
Moment		m^{o}mt
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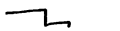
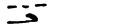
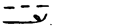
Mortgage		m^{o}rgg
Moved		m^{o}vd
Movement		m^{o}vmt
Mr		
Multiform		mltfrm
Multiply		mltp
Multiplication		mltpshn
Multifarious		mltfrs
Multitude		mltud
Multiple		mltpl
Nation		n^{a}shn
National		n^{a}shnl
Nationality		n^{a}shnlit
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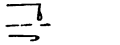
Nearly		nrly
Necessary		nsry

Necessity		nssit
Nest		nst
Never		nr
Nevertheless		nrls
Next		nxt
Nobody		n°bd
Nondescript		n°npt
Notary		n°try
Neuter		nutr
Notwithstanding		ntst ing

Object		o^{b}j
Obedient		o^{b}t
Obligation		o^{b}lshn
Obligatory		o^{b}lgry
Observation		o^{b}vshn
Occur		ocr
Occurrence		ocrnc
Oftentimes		o^{f}ts
Ominous		ons
Omnipotence		omnpt
Omnipotent		omniptnt
Omnipresent		omniprnt
Omniscient		omshnt
Omnivagant		omnigt
Open		opn
Opinion		pnyn
Opportunity		prtnit
Opposition		ops
Oppression		oprsshn
Option		op
Organ		org
Organs		orgs

Organism		orgm
Organize		orz
Organized		orzd
Organization		orzshn
Origin		orig
Original		origl
Ornament		orn
Ornamental		ornl
Ornamentation		ornshn
Osmian		o^{s}m
Ostentation		o^{s}tnshn
Ostentatious		o^{s}tnshs
Ostensible		o^{s}tnl
Over		or
Owing		oing
Owner		onr
Onward		o^{n}rd
Only		o^{n}ly
Ourselves		oursl

Paragraph		p^{a}rf
Paradise		p^{a}rds
Parallel		parl
Paralytic		parlit
Paraphrase		p^{a}raf
Parliamentary		parlmr
Parliamentarian		parlmrn
Part		p^{a}rt
Parts		p^{a}rts
Party		p^{a}rty
Partisan		p^{a}rtsn
Partner		p^{a}rtnr
Part-owner		p^{a}rtonr

Patent		p^{a}tnt
Patentable		p^{a}tntl
Patient		
Peculiar		p^{e}clr
Peculiarity		p^{e}clrt
Peculiarly		p^{e}clrly
Pecuniary		pcnry
People		p^{e}pl
Perfect		p^{e}rft
Perfection		p^{e}rftshn
Perform		p^{e}rfrm
Pernicious		prnshs
Perpendicular		prpnd
Perpendicularly		prpndl
Perpetuity		prpt
Perpetual		prptl
Philanthropy		flrp
Philanthropic		flrc
Philanthropist		flpst
Philosophy		phlph
Philosopher		phlphr
Philosophical		phphl
Philosophize		phz
Phonography		ph^{o}n
Phonographer		phr
Phonographic		phc
Phosphorus		phs
Phosphoric		phsfr
Photography		ph^{o}tg
Phrenology		phrology
Phrenologist		phrologst
Phrenological		phrologl
Physiology		phology
Physiological		phologyl

Physiognomy		phy
Physiognomer		phyr
Physiological		phl
Physiologically		phly
Physician		phsi
Places		pl^{a}ss
Plaintiff		plf
Planetary		pl^{a}ntry
Platform		pl^{a}tfrm
Plenitude		pl^{e}ntud
Pleasure		plsr
Plenty		pl^{e}nt
Plant		pl^{a}nt
Plenary		pl^{e}nry
Plenipotentiary		pl^{e}np
Popular		p^{o}plr
Popularity		p^{o}plrit
Population		p^{o}pshn
Populous		p^{o}pls
Popularize		p^{o}plrz
Popularization		p^{o}plrzshn
Position		poshn
Possession		p^{o}sshn
Possible		p^{o}sl
Possibility		p^{o}slt
Possibilities		p^{o}sls
Posterior		p^{o}strior
Post-mortem		p^{o}stmrt
Poverty		p^{o}vrt
Practice		prc
Practical		prcl
Practicable		prcb
Preliminary		prelm
Prejudice		prj

Prejudicial		prjl
Prejudiced		prjcd
Present		prsnt
Pretty		prt^{e}
Prerogative		pr^{e}rg
Prescribe		pr^{e}scr
Prescription		pr^{e}shn
Preserve		pr^{e}sr
Preservation		pr^{e}srshn
Present		pr^{e}snt
Presentation		pr^{e}sntshn
Pervert		p^{e}vrt
Prevaricate		pr^{e}vrct
Previous		pr^{e}vs
Principal		pr^{i}nl
Privilege		prilg
Probable		pro^{b}
Probability		pro^{b}lt
Problematic		pro^{b}ltc
Profitable		pro^{f}l
Proclaim		procl
Proclamation		proclshn
Produce		prod
Productive		prodv
Profaned		pr^{o}fnd
Profited		proftd
Prophet		pr^{o}ph
Prophetic		pr^{o}phc
Prophetical		pr^{o}phcl
Property		pr^{o}prt
Proposal		pr^{o}sl
Proposition		pr^{o}psshn
Proscribe		pr^{o}scr
Proscription		pr^{o}scrshn

Protection		p°tcshn
Protraction		p°trcshn
Providence		pr°vdnc
Publication		pbshn
Publisher		p^{u}bshr
Punish		pu^{n}sh
Punishment		pu^{n}shm

Quadruped		qrpd
Qualify		qlfy
Qualification		qlfshn
Quaint		qnt
Quartz		qrz
Quiescent		qsnt
Quit		q^{i}t
Quorum		qorm
Quote		q°t

Radiant		rd^{a}nt
Rational		rationl
Rabble		r^{a}bl
Raffle		r^{a}fl
Rapturous		raptrs
Reality		r^{e}alt
Realize		r^{e}alz
Reclaim		rclm
Recollect		rclt
Recollection		rclshn
Reformation		refrmshn
Relation		relshn
Relative		reltv

Related		reltd
Religion		relg
Religious		relgs
Regeneration		rgnrshn
Regenerate		rgnrt
Regiment		rgmt
Regular		rglr
Regulation		rglshn
Relinquish		relq
Reluctant		relc
Reliant		relint
Relent		relnt
Remark		remrk
Remarkable		r^{e}mrkl
Remember		m^{e}m
Remembering		mming
Remembrance		m^{e}mnc
Remembered		m^{e}merd
Remonstrate		r^{e}mnstrat
Reprehensible		rephnl
Represent		rep
Representation		repshn
Representative		reptv
Repress		reprs
Republic		repb
Republication		repbshn
Republican		repbl
Repugnant		repg
Repugnance		repgnc
Resemble		rsml
Resemblance		rsmnc
Resembling		resmling
Reservation		rsrshn
Resignation		resgshn

Respect	rsp
Respective	rspt
Respite	r^{e}spt
Responsible	rspl
Respectable	rspbl
Restrictive	r^{e}stcv
Restriction	rstrcshn
Resurrection	rsrcshn
Retraction	retracshn
Retrospect	retrspt
Retrospective	retrsptv
Revelation	rvlshn
Revolve	r^{e}vlv
Revolution	r^{e}vlushn
Revulsion	r^{e}vulshn

Sabbath	s^{a}b
Sabbatarian	s^{a}btrn
Saccharine	s^{a}chrn
Sacrament	s^{a}crm
Sacrifice	s^{a}crf
Sacrilege	s^{a}crl
Sadducee	s^{a}dse
Safety	s^{a}ft
Sagacity	s^{a}g
Sagacious	s^{a}gshs
Sagaciously	s^{a}gshsl
Sagaciousness	s^{a}gshsn
Salubrious	s^{a}lbrs
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Salutatory	s^{a}ltory
Sample	s^{a}mpl

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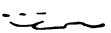
Sanctimonious		s^{a}ncmns
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Sanguinary		s^{a}ngnr
Satisfaction		satisfshn
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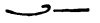
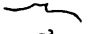
Satisfactory		satisfry
Savior		S^{a}vr
Saying		s^{a}ing
Scholar		sclr
School		scl
Schooled		scld
Script		scrpt
Science		scinc
Scientific		scintf
Scripture		scrptr
Sculpture		sclptr
Season		s^{e}sn
Seeing		s^{e}ing
Secure		s^{e}cr
Security		s^{e}curit
Sectarian		s^{e}ctrn
Secular		s^{e}clr
Senseless		snsls
Sensible		snsbl
Sentimental		sntml
Sentimentalism		sntmls
Sentimentalist		sntmlst
Sentimentality		sntmnlt
Sensation		snsshn
Separate		s^{e}prt
Separated		s^{e}prted
Separation		seprtion

Session		ssshn
Short-hand		shrtnd
Signify		sgy
Significant		sgnt
Significance		sgnc
Signification		sgshn
Significantly		sgntl
Similar		smlr
Similarly		smlrly
Simple		s^{i}mpl
Singular		snglr
Singularly		snglrly
Situation		sitshn
Skillful		skilfl
Social		s^{o}shl
Something		smth ing
Something else		sming ls
Somebody		smbd
Somewhat		smw
Somewhere		smwr
Sorrow		s^{o}row
Special		spshl
Splendid		splndid
Spiritualize		sprtlz
Strengthen		strngthn
Statement		statm
Southern		sthrn
Subject		su^{b}j
Subjection		su^{b}jshn
Subjected		su^{b}jted
Sublime		su^{b}lm
Subordinate		su^{b}ordnt
Subscribe		su^{b}scr
Subscription		su^{b}scrshn

Success		scss
Successful		scssfl
Successfully		scssfly
Suggest		sj
Suggestion		sjshn
Suggestive		sjv
Supererogation		suprgshn
Superficial		suprfshl
Superior		suprior
Superlative		suprliv
Superscribe		suprscr
Superscription		suprshn
Supreme		suprm
Supernatural		suprnrl
Supplication		suplshn
Suppression		suprsshn
Sunder		sundr
Surrender		srndr
Suspend		sspnd
Suspension		sspnshn
Suspicious		sspshs
Suspicion		sspshn
Sustained		sstand
Sustentatious		sstashs
Synonym		syn
Synonymous		syns
System		sstm
Systematic		sstmat
Systemized		sstz
Systematize		sstatz
Superstition		suprstshn
Syndicate		synd
Synthesis		synth
Synthetical		synthet

Take		t^a
Taken		t^an
Taciturn		tactrn
Teacher		techr
Technical		techl
Technically		techly
Technicality		techlit
Temperate		tempert
Temperance		temprn
Temptation		temptshn
Tenant		tennt
Tendon		tendn
Testament		testm
Testamentary		testmry
Testimony		testmy
Than		th^an
Thank		th^ank
Thankful		th^afl
Thankfulness		th^afln
Thankless		th^anls
Thanklessness		th^anln
Thanksgiving		th^ang
Then		th^en
Thenceforth		th^efrth
Thenceforward		th^efrd
Theology		th^eo
Theological		th^eol
These		th^es
Thick		thck
Thin		th^in
Thing		th ing
Things		th ings

Think		th^{i}nk
Thinking		th^{i}nk ing
Those		th^{o}s
Thou		
Though		th^{o}
Thousand		thousnd
Thorough		th^{o}ro
Three		thr^{e}
Through		thr^{u}
Thrift		thr^{i}ft
Thrust		thr^{u}st
Thrush		thr^{u}sh
Together		togr
Tolerable		tol
Tolerably		toly
Tolerance		tolrnc
Tolerant		tolnt
Tolerate		tolat
Toleration		toltion
Tranquil		tra^{n}ql
Tranquillity		tra^{n}qlit
Trance		tranc
Transaction		tra^{n}acshn
Transcend		tra^{n}cnd
Transcendent		tra^{n}cndnt
Transient		transhnt
Transcend		trans cnd
Transcribe		trans crb
Transcript		trans crpt
Transcription		trans cshn
Transfer		trans fr
Transform		trans frm
Transformation		trans frmshn
Transgress		trans grs

Transit		trans it
Transition		trans ishn
Transitory		trans itry
Translate		translat
Translation		translation
Transmute		trans mut
Transmit		trans mt
Transparent		trans prnt
Transport		trans prt
Transpose		trans ps
Transubstantiate		trans ub
Transubstantiation		trans ubshn
Transverse		trns vr
Treasury		tresry
Trembling		trembl ing
Tremblingly		trembl ingly
Tremendous		tremds
Trespass		tresp
Trespasses		trespss
Trinitarian		trintrn
Triumph		trimph
Trust		trust
Two		
Too		
To		
Tumult		tumlt

Ubiquity		ubq
Ultimo		ult
Ultimate		ultm
Ultimately		ultml
Unaccountable		u^{n}acl

Unaccounted		u^{n}ac
Unanswerable		u^{n}an
Union		u^{n}yn
Universe		unvrs
Universalism		unrsn
Unbelief		u^{n}bl
Unbeliever		u^{n}blr
Unchangeable		u^{n}ch
Unchanged		u^{n}chd
Unchristian		u^{n}chr
Uncomfortable		u^{n}cfrl
Uncompromising		u^{n}comz ing
Unconcerned		u^{n}concr
Uncomparing		u^{n}compr ing
Unconstrained		u^{n}constrnd
Unconscious		u^{n}conss
Unconverted		u^{n}convrt
Uncontrollable		u^{n}contrl
Understand		u^{n}derstnd
Understood		u^{n}drstd
Understanding		u^{n}drst ing
Undertake		u^{n}dert
Undertaking		u^{n}drt ing
Unpardonable		u^{n}prd
Unpopular		u^{n}pp
Unprofitable		u^{n}prf
Unseasonable		u^{n}ssl
Unreasonable		u^{n}rsl
Unsettled		u^{n}stld
Unsubstantial		u^{n}sb
Unthankful		u^{n}thfl
Unwarrantable		u^{n}wrl
Unwilling		unwl ing
Uppermost		uprm

Upward		upwrd
Useful		u^{s}fl
Usurper		u^{s}rpr
Usurpation		u^{s}srpshn
Uttermost		utrm
Utterly		utrly
Uttering		utr ing

Vague		v^{a}g
Variation		v^{a}rtion
Ventilate		v^{e}ntl
Version		v^{e}rsion
Verify		v^{e}rfy
Verification		v^{e}rftion
Versatile		v^{e}rstl
Victory		v^{i}c
Vicious		vicious
Vision		vishn
Villain		v^{i}ln
Visible		v^{i}sl
Vocation		v^{o}shn
Volatile		v^{o}lt
Volume		v^{o}lm
Voluminous		v^{o}lmn
Voluntary		v^{o}lntr
Voluptuous		v^{o}lp
Vulgar		v^{u}l
Vulnerable		v^{u}lnr

Was		w^{a}
We, with the		w^{e}

Welcome		$w^{e}lc$
What		wh^{a}
When		wh^{e}
War		wr^{a}
We are		wr^{e}
Who		wh^{o}
Why		wh^{y}
Wore		wr^{o}
Wire		wr^{i}
Which are a		wr^{a}
Which are the		wr^{e}
Which are *or* / Which were		wr
Which it were		wr^{i}
Which were to		wr^{o}
Which are you		wr^{u}
Are with a *or* / Were with a		rw^{a}
Are *or* were with the		rw^{e}
Are *or* were with		rw
Are with it		rw^{i}
Are we to		rw^{o}
We *or* with		w
Which		w
With it *or* / Within		w^{i}
Were		wr
Whereat		$wr^{e}at$
Whereas		$wr^{e}s$
Wherever		$wr^{e}er$
Wherein		$wr^{e}n$
Whereupon		$wr^{e}pn$
Whensoever		$w^{e}sr$
While		whl
Whilst		whlst
Whither		$w^{i}thr$
Why		wh^{y}

Willing		wl ng
Wish		w^{i}sh
Wash		w^{a}sh
Wished		w^{i}shd
Writing		wrt ing
Without		wout
With you		w^{u}
World		wrld
Worth		w^{o}rth
Whatever		wtr
Way		w^{a}y
Wages		w^{a}gs

Examine		xm
Exasperate		xsprt
Exasperation		xsprshn
Exceeding		xcing
Excel		xl
Excellent		xlnt
Exception		xcshn
Exceptional		xcshnl
Exceptionable		xshnl
Excessive		xsv
Exclusive		xclu
Excluded		xclud
Excite		xct
Excitement		xctm
Exciting		xct ing
Excommunicate		xcomm
Excommunication		xcomshn
Excommunicated		xcomt
Excrement		xcrm

Excursive		xcrs
Excursion		xcrshn
Excuse		xcs
Execrable		xcrbl
Execration		xcrashn
Execute		xcut
Execution		xcushn
Exercise		xrcs
Exercises		xrcss
Executor		xctr
Exemplary		xmplr
Exhalation		xhlshn
Exhortation		xrtshn
Exonerate		xnrt
Exoneration		xnrshn
Expanse		xpnc
Expansion		xpnshn
Expand		xpnd
Expansible		xpb
Expansibility		xpbt
Expect		xpt
Expectant		xptnt
Expectation		xptshn
Expedient		xped
Expeditious		xpedshs
Expensive		xpv
Experience		xprnc
Experiment		xprmt
Experimental		xprmtl
Experimentally		xprmly
Experimenter		xprmr
Expert		xprt
Expiate		xpat
Explain		xpln

Explainable		xplnl
Explanation		xplnshn
Explanatory		xplntr
Explicit		xplic
Explore		xplor
Explosion		xploshn
Export		xport
Exposition		xpsshn
Expositor		xpstr
Expository		xpstry
Expound		xpou
Express		xprs
Exquisite		xqst
Extemporary		xtmpr
Extemporize		xtmprz
Extenuation		xtshn
Exterior		xt rior
Exterminate		xtrm
Extermination		xtrmshn
External		xtrnl
Extinction		xtshn
Extinguish		xtsh
Extinguishable		xtshl
Extinguisher		xtshr
Extinguishment		xtshm
Extirpate		xtrp
Extirpation		xtrpshn
Extort		xtrt
Extortion		xtorshn
Extortionate		xtrshnat
Extortioner		xtorshnr
Extract		xtrct
Extraction		xtrcshn
Extradition		xtrdshn

Extrajudicial		xtrjd
Extramundane		xtrmnd
Extraneous		extrn
Extraofficial		xtrf
Extravagant		xtrg
Extravagance		xtrgs
Extravasate		xtrst
Extreme		xtrm
Exuberant		xubr
Exult, exalt		xlt

Ye		y
Yes		ys
Yet		yt
Yesterday		ystd
Year		yr
Yearly		yrl
Yonder		yndr
You		u
Your		ur
Younger		yngr
Youth		yth
Youthful		ythf

CHAPTER VII.

PHRASES AND PHRASE WRITING.

THERE are many phrases in which the words are so closely united in utterance that it seems the natural effort of short-hand to combine them in one outline, and to make that outline as brief as possible.

Phrases are constructed in four ways.

I. By writing together the signs of several words.

II. By writing word signs in position to suggest other additional words.

III. By writing together the outlines of several words.

IV. By combining both word signs and word outlines.

Miniature Signs.—To make phrases the more legible, special miniature signs are employed for the representation of some of those small words more commonly recurring in phrases.

In writing them, their miniature size, their alphabetic form, and their direction, should be carefully preserved. These signs may be used separately as word signs as well as in phrasing. When used separately they should be written on the base line, because when written in position, they take another word, forming a phrase.

Words Added by Position.—In phrasing, the positions are used to add words instead of letters, as follows: Word signs written in *a* position, add *a* or *be;* written in *e*

position, add *the;* written in *i* position, add *it* or *in;* written in *o* position, add *to* or *of;* written in *u* position, add *you* or *give* or *gave.*

LIST OF MINIATURE SIGNS.

‹ at, add
› act
ˎ be, been
ˊ can
ˉ come, came
˗ do
– if, of
˪ give, gave
ₒ how, he, such
ₒ had, that
ˈ it
ˋ I would
ₒ all, will
— in, an, on
– and, not
ˊ to
ˆ up
ˆ put
ˇ is, as, us
˜ if, of
ˈ have
ˌ yes
˪ you would
ˎ under

Are or There Added by Shading.—In phrasing, the shade may be used on any sign either at the beginning or end, or in the midst of a phrase outline, to suggest *are* or *there.*

Such Expressed by Ch.—This word does not appear thus represented in any of the exercises, the *ch* circle having been adopted after the engraving of the plates.

The following exercises so fully illustrate its use that the student will be able easily to introduce it in his writing.

ILLUSTRATIONS.

not such as you

can such be the fact

in such case

such and such

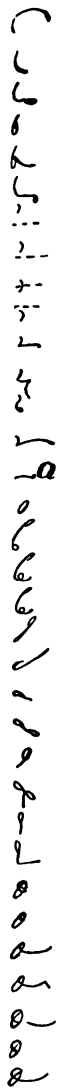
 as such

if such can be

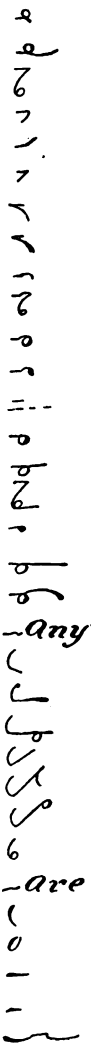
at such time as you will

The following full list of phrases and phrase signs so thoroughly illustrate the art of phraseography that to the attentive pupil no further explanation becomes necessary. There are many more than any writer will care to memorize, but by repeatedly writing them the art of phrase writing will be so thoroughly acquired that the writer will rely on his judgment rather than his memory. In practicing they should be written with careful precision and dispatch.

PHRASES AND SIGNS.



a few
a great
a general
a little
a large
a matter
act a
act the
act it
act to
act in the
act as a
act at the
act for
all are
all such
all such as
all such as are
all were
are all aware
are well aware
all be
all be able
all right
all believe
all have
all have an
all had
all here, her
all has
all has been
all things
all there [those
all this, these,
all is
all is well
all may
all my
all may be
all men
all of
all would
all would be
all our
all people
all power
all which
all which are
all which were
all which can be
all along
although it is
all will
all will be
all wrong
all this is
all this is said
all these are
all there is
and a
and at
and are
and he, how
and have
and have been
and as, is
and has



and had been
and this, these,
and such [those
and it
and do
and to
and you
and your
and if
and if such
and if there
and if the
and the
and their
and then
and when
and there
and them
and therefore

-any-

anybody
any more
any more than
any one
any way
any where
any how

-are-

are a
are all
are in, on
are not
are sometimes
are the

are there
are there as many
are there many
are there not[such
are you
are you going
are you well
are you likely
are you sure
are you willing
are all here

-as-

as a
as at
as are
as able
as can
as can be
as can come
as come
as do
as did
as dare
as each
as for, far
as far as
as if
as if it
as good as
as great as
as he
as have
as have been
as has been

as I
as I said
as it may be
as it may seem
as it must be
as it was
as it were
as it will
as it will be
as it will appear
as it will seem
as little as
as long as
as many as
as many more as
as may be
as might
as might be
as might not
as much as
as soon as
as sure as
as there has been
as these, this, those
as they
as they are
as they were
as though
as to [those
as to this, these,
as well as
as well be, will be
as will be seen

-At-

at all
at all times
at any rate
at first
at hand
at his
at his own
at it
at last
at most
at the
at a
at their
at their own
at this, these, those
at which
at your
at your own

-Be-

be able
be able to
be believed
be careful
be careful to
be not
be ready
be willing

-Because-

because I am
because it has been
because it is
because it must be
because it is certain

because they

because they have

because they are

because you are

because we are

Before

before a

before he

before he knew

before he could

before it

before there is

before you are

before you can

before another

before this

But

but a

but can

but come

but if

but if it

but if he

but it is

but he can

but that

but then

but then it is

but this, these,

but there [those

but for this

but for that

but we

but when

but where

but for which

but with all his

By

by and by

by any means

by every means

by all means

by many

by some

by some means

by such

by the

by that time

by their

by which

by which you are

by which means

Can

can a

can be

can do

can even

can ever

can if you will

can give

can get

can have

can have been

can have their

can it be

can know

can all, well

can now

cannot

cannot be

cannot under-

can you be [stand

-Care-

care for

care for it

care for their

care for them

care for nothing

care for us

care to do it

Do. did.

do it

do not

do not car

do to

do as well

do it at once

do not put off

do you

do you not

did it not

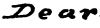
did you

Dear-

dear sir

dear me

dear madam


dear miss

dear unto me

dear friend

-Dare-

dare a, any

dare not

dare say

dare you

dare he

dare they

-Each-

each can

each do

each did

each is

each has

each one

each will

-Every-

every one

everywhere

every time

-Few-

few are

few men

few more

few will

few shall

-far-

far a, any

far as

far from it

far all that

far that

far in the

far more than

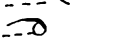
far be it from me

-fear-

fear a, any

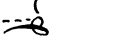
fear God

fear of God

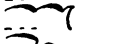

fear that

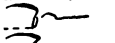
-for-

for a, any


for all that

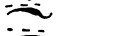
for fear of a, any


for a long time


for ever

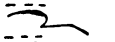
for ever and ever

for us


for his own sake

for instance

for it may be


for my part

for some time

for that

for the sake of

for their

for you

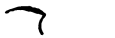
for you may be

for you cannot tell

-from-

from a, any

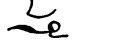
from a reliable source

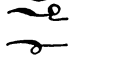

from a sense of duty

from all accounts

from another point

from him


from his own account of it


from his point of view

from hour to hour

from house to house

from hand to hand

from it

from many

from some cause

from some such cause

from that

from that hour

from that day

from that cause

from that time

from the right cause

from that standpoint

from time to time

from as many points as you can

from us

from you

from you only

from your own statement

from your own account of it

from your own side

from your society

from your view of the case

gave a, any

gave it up

gave as much as

gave his

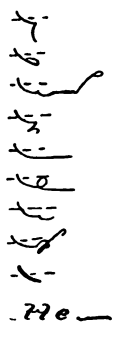
gave his own

gave him all that he had

gave them

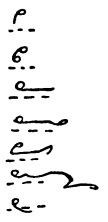
gave their

Give



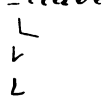
give a, any
give all
give as much
give it up
give me
give them
give us
give up all hope
give you

He



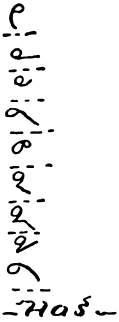
he can
he can have
he may
he may as well
he can never do it
he is sure to fail
he gave
he had not
he knew it
he shall
he should
he shall not
he shall not do it
he tells me so
he will
he will have had
he will not have
he would not come

Have



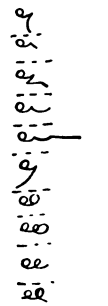
have been
have come
have done
have had
have it
have all
have made
have now, an, in
have not
have our
have put, paid
have taken
have you
have we
have waited

Had



had a, any
had an
had as
had been
had he
had it been
had it not been
had to do
had you

Has



has a, any
has been
has it not been
has done
has done more
has just
has had
has he had
has his
has there been

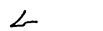
has to be done
has all he can do
he can
he cannot do it
he gave it to him
he is able to do it
he is your friend
how any have
how are
how can
how can you
how do you
however it may do
how few
how far, fair
how he
how had
how has, his
how it should be
how an, in
how is that
how may
how will
how will you
I am not
I may not
I admit
I agree
I am glad
I am inclined
I am sure
I am surprised
I at one time
I believe
I did
I called
I can do nothing
I admit
I remain
I say
I charge
I dare say
I dare say you will
I declare
I do
I fear
I anticipate
I think
I doubt
I expect
I feel
I forget
I gave, give
I have
I have been
I had
I have had
I have just
I have known
I have said
I have not
I have reason
I have such
I hope
I hope you will

I imagine

I immediately

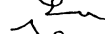
I thought

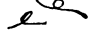
I implore


I intend

I know [be so

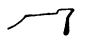
I know that it must


I know that you


I learn [are

I learn that you

I meant [are


I meant to have their

I may be able to

I may be glad to

I must [known

I must not have it

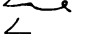
I must say

I need not say

I never knew

I never said so

I never shall be


I now

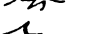
I observe

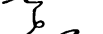
I observe that you

I offer you [are

I only know [it

I ought not to do

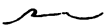

I ought not to have had it


I particularly

I personally

I possibly

I promise


I put

I really, rely

I refer

I regret

I remember

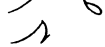
I rejoice

I said so

I say that it is

I see

I shall be glad


I accept

I shall now

I shall do

I shall give

I shall have

I shall never

I shall take

I shall therefore

I speak

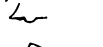
I suppose [are

I suppose that you

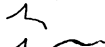
I suppose there is

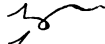
I thought [nothing

I understand


I used

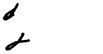
I view

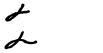

I view their course


I was [as

I was not

I will


I will not


I will do

I will show you

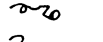
I would [how

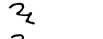
I withstood

I wonder if they

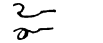
if for example

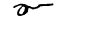
if he is not to be


if it is to be [there


if it is possible

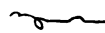
if it did not


if there is not

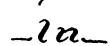

if they

if we [time

if you will be on

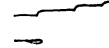

if you are

if you can



in a little

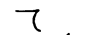
in a moment


in all

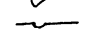
in all his

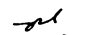
in all such

in any


in any way

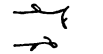
in as many


in compliance


in connection

in consequence

in contemplation


in every respect

in illustration

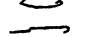
in fact

in favor

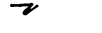
in his

in it

in its place


in my

in order to


in answer to

in reply to

in respect to

in relation to

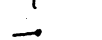
in reference to

in some

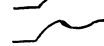
in that

in that day

in the


in case of

in the course of


in such a case

in the words of my text

in the words of

in this [our text

in this age

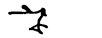
in which

in your

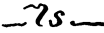
in your own

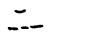
inasmuch as [of

in consideration

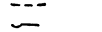

is a

is the

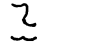

is an

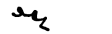

is acknowledged

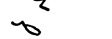
is as

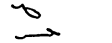

is as if

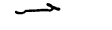
is as though


is as well


is considered to be


is glad


is impossible


is in

is insufficient

is it better

is it impossible

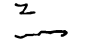
is it certain

is it not

is not only

is somewhere

is to


is it

is it supposed [be

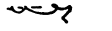
is it supposed to

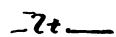
it appears to be

it cannot be

it could be

it is not


it is as


it is as well

it is his

it is manifest

it is wonderful

it is probable

it is proper

it is rather

it is said to be

it is thought

it is true

it may as well

it may be

it ought to be

it ought to have been

it is profitably

it seems

it takes us

it was

it never

it will

it will be

it will come

it will have

it will take

it would appear

it would have

Jesus Christ

Jesus our Lord

Jesus of Nazareth

just as

just as long as

just had

just noticed [peace

justice of the

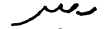
justice of God

just as well as

just been

just found

just had


just heard [faith

justification by

just as I am

just as you please

just here

know all [them
know or knew
know, knew it
knew it must be
knew it would be
knew, know bet-
know there is [ter
knew there was
knew he would
knew, know how
know as much as
know as much a:
possible [than
knew, know better
know nothing
about it
know, knew that
know they are
knew they were
know they are not
able
know very well
know where they
are

may as well
may as well try
may be
may be an
may be there
may have
may have been
may not
may you
may you never
may you never be

many a one
many a man
many men
many as possible
many have
many are
many may
many more
many such
many things
many times
many an instance
many who
many can
many never know
many will

more have
more in
more than
more that
more there is
more happy
more and more
moreover
more you know
more you hear
more fully
more like
more likely
more ready
more people
more popular

No

no man

no one

no one ever

no one here

no one is

no one has

no one can

no one can tell

no one will

no one will be more

no one may

no one ought

no one did

no one shall

no one better

no better

no other

no reason

no doubt

no such

no such thing had

no worse

Nor

 nor any, a

nor anybody

nor all

nor can I

nor do we

nor do I

nor he

nor that

nor there

nor is it

nor is there

Of

of all

of any, a

of advantage

of course

of each

of him

of that [these

of this, those,

of importance

of it

of some

of such

of which

of you

of your

of your own

of yourself

On

on a, any

 on account

on account of

on any account

on all

on each

on his own account

on hand

on his part

on no account

on no occasion

on such an occasion

on that day

on the

on the one hand

on the other hand

on the other side

on the part of

on this account

on which

on whichever side

—One—

one another

one other

one question

one of the best

one of the most

one of the worst

one of the most beautiful

one of them

one or two

—Or—

or are

or a, any

or all

or an

or can

or even

or if

or for

or many

or may

or be

or this, these, those

or more

or never

or rather

—Over—

over all

over and over

over again

over it

over us

—P—

party of the first part

party of the second part

people of God

people of this country

peculiar circumstance

peculiar circumstances of the case

police court

point of fact

point of view

political economy

political equality

political principles

power of God

presence of God

present circumstances

present day

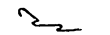
present instance

prisoner of the bar

prisoners of the bar

promise to do it

promise to have it done

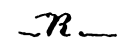

public opinion

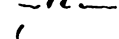
public services

public spirit

purpose of

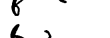
purposely done



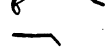

rarely done

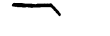
railroad car

railroad carriage

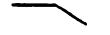

railroad station

railway passenger


rather be


rather better

rather expect

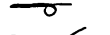

rather know

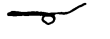
rather more

rather give

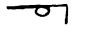
rather more than

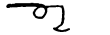
rather than

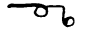

rather than do it

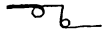

rather than give

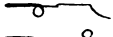
rather than have

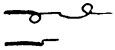

r'r than have it s'd

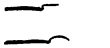

r'r than have their


r'r than have them


r'r than make it


rather than see


rather not [them

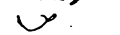

rather take

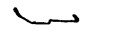
rather thick

rather think

rather you

rather you would

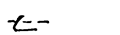

regular imposition

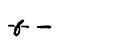

regular nomination

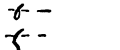
regular nominee

regular nuisance

render an

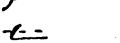

render all

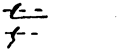

render account


render each

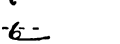
render it

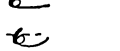
render me


render to

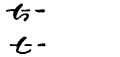

render the

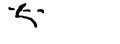
render them


render this, these, those


render up

render us


render you

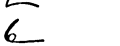


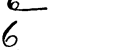
reach a, any

reach all

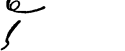
reach few

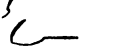
reach him

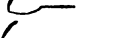

reach that


reach this, these, those

reach it


reach some


reach you


reach us

reach up

Rest

rest above

rest of it

rest of us

rest of them

rest in the

rest on the

rest in peace

resting place

rest one

rest you

rest yourself

rest us

Say

say at once

say if

say if you

say if you can

say if you do

say if you know

say how

say that

say that you

say this

say then

say all that [will

say all that you

say it

say it not

say to

say to them

say unto you

say unto them

Said

said a, any

said all

said all that

said if, of

said he, how

said that

said there

said this

said it

said to

said to me

said one

said unto them

See

see if

see if it is

see how

see how he can

see that

see that the

see that there is

see that it is

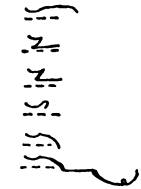
see that you are

see that you do not

Set

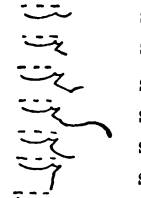
set at

set forth

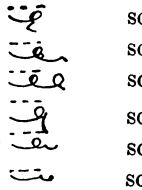


set off, of
set it in
set it down
set up
set you [high
set your mark
set us

So

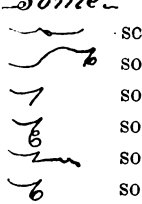


so as, is
so as to be
so as to become
so as to be sure
so as to give
so as to have
so as to make it clear [plain
so as to make it
so as to prevent
so as to receive
so as to render
so it appears
so it makes
so it rests
so it seems [are
so it seems there
so there are to be
so little
so many more
so that it is
so that you
so that you may
so that you may be sure [not
so that you will
so then
so there are



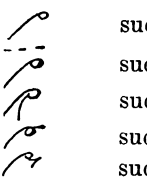
so there can be
so there has been
so there should be
so they are
so this is
so is the
so very little
so you are
so you may be
so you will
so you rely on it

Some



somebody else
some cause or
some one [other
some one had that
some one must be
some other
some other person
something has been done [essary
something is nec-
something there
something or [other

Such — See *such*, p. 225



such a
such are
such are to have
such are not
such as can
such an
such have been
such as have been

such as this

such as will

such as would

such has been

such have

such is the case

such may be

such only

such ought not to [be

such people

such persons

such things

such was

such will

such will be

such will have been

such would be

such would have [been

Should

should a

should be

should come

should be able to

should be made

should have

should have been

should have had

should have had their

should have thought

should not be [been

should not have

should not think

should not know

Shall

shall a

shall all

shall all be

shall all come

shall be

shall give

shall be not

shall I not be

shall know

shall now

shall never

shall own

shall rather

shall sometime

shall you

Take

take a

take the

take it

take to

take you

take care

take charge

take courage

take his [ation

take into consider-

take occasion

take pains

take part

take place

take such

take your

That—

that a
that an, in, on
that can
that if
that gave
that has the
that has been
that have
that had
that have not
that I
that it
that it is
that is
that is another question
that is it
that is so
that is one
that is to say
that may be
that it may be
that shall be
that shall not be
that such is the case
that which
that which can be
that will, all
that you are
that you have
that you should be

The

the first
the first is

the first thing

the first time

Then

then if

then it

then it was said

then will it be said

There

there are

there are circumstances

there are indications

there can be

there can be no question

there can be no doubt

there could be

there is not

there is no difference

there is no one

there is some one

there is some reason to be

there is very little

there may be

there may be instances

 there may be reasons

there must be

there must be something

there ought to be

there ought to be as many as possible there

there is

there shall be

there should be

there you are

there you may be sure

Therefore

therefore a
therefore an
therefore is there now
therefore said I
therefore said he
therefore said they
therefore let us not be weary in well doing

They

they are
are they
they are able
they are able to have
 they are acknowledged
they are among
they are certainly
they are said to be
they had such
they have had
they have their own way
they may as well
they may bring
they may be wrong
they must be
they say
they shall
they were not

This

this advantage
this can

this department

this evening

this generation

 this is

this is a well-known fact

this may be

this one

this session

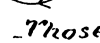
this subject

this will be

Those.

those that

those which

 those who had

 those who will

those with whom

These.

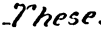
these are

these are not

these have

these shall

these shall go away

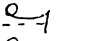
 these may

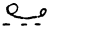
these may be

 these will, all

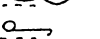
these would

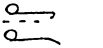
Though.

 though a, any

 though it

though it had

 though there is

 though there were

though there may be

though you may
though as many
though many

Through.

through their own
throughout the
through the world
throughout space

To.

to a
to be
to be able to
to be called
to be supposed
to come
to do
to do it
to do as, us, so
to do some way
to do something
to do to
to have been
to some one
to such
to take
to which
to which do you
to it [belong
to me
to know
to give
to get
to the

Unto.

unto a
unto each
unto few
unto all
unto me
unto many
unto one
unto some
unto such
unto the
unto it
unto this, these
unto you
unto which
unto whichever
unto what
unto whom

Under.

under a
under the
under it
under all
under such
under each
under few
under that
under many
under one
under some
undertake
under you
under which

under whichever

under what

Until.

until a, any

until an

until all

until each

until few

until he

until that

until it is

until many

until one

until some

until you are

until which

Was.

was a

was all, well

was as

was as good as

was not

was said

was this

was he

was that

was there

was it not

was your

was under

was useless

We.

we are, were

we are all, will

we all, will

we are all, well

we well know, all

we can [know

we fear

we give

we have

we hear

we may

we now

we question

we rather

we take

we that

we have

we have had

With.

with all

with advantage

with each

with such

with him

with his

with his own

with many

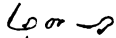
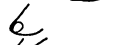
with our

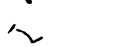
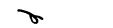
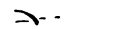
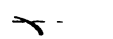
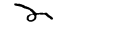
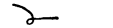
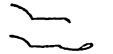
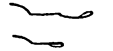
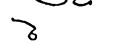
without [the

with reference to

with regard to the

with relation to the

 with respect to the
with that
with the
with themselves
with these, those, this
 with which
with which it has
with your [been

you are
 you do
 you are a
you all, will
you will be
 you are the
 you are to
 you have not been
 you have never
 you have never been
 you shall not be
you may be
you may as well
you never will
 you are right
 you are aware
you are able
you are supposed
you can have
your own
you therefore
 you understand
you no doubt
you exert

CHAPTER IX.

MISCELLANEOUS SUGGESTIONS AND VERBATIM REPORTING.

Omission of Words.—The preceding signs and contractions leave little further to be desired to secure the speed necessary to the most rapid writing. In reporting, many words which are obvious from the context are omitted, and again supplied in reading or transcribing. When any word is omitted, the space left may be greater than between other words, to indicate an omission, which, with the context, will assist to supply the omitted word or words. What words may thus be omitted, the experience and thoughtfulness of the writer will best determine.

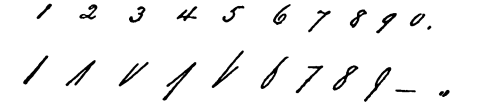
A repetition of a phrase or sentence may be indicated by drawing a line underneath the one already written, or by a long dash after it.

In writing up special or technical cases it sometimes occurs that technical terms, or proper names, or other words of inconvenient length, are frequently repeated. In such cases, after writing them once or twice, the writer may suggest them by using the first letter followed by a dash, or may extemporize a brief suggestive outline from the principal elements of the words.

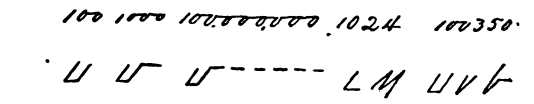
Punctuation.—All the marks common to punctuation

may be used in short-hand; but in reporting, only the longer pauses are denoted. The period is represented by a small oblique cross, or by two dots side by side. The latter are easier to write, and more certain to be well made. The use of the period dot interferes with the use of the dot as a word sign, hence, it is supplied by the two dots or cross. The dash is represented by a slight waved line, thus ~~~~. Laughter, by a similar line more heavily waved. Applause, by a vertical waved line. Emphasis is indicated as in long-hand, by drawing a line or more under the emphatic word or words. Capitals are used at the beginning of a sentence, and in all other cases in which they are necessary. Initials and proper names are correctly written in this system, while the phonographer is generally embarrassed by them. Names should generally be written without abbreviation.

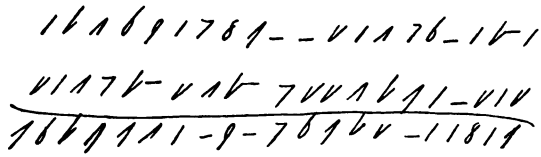
Short-Hand Notation.— The following characters will enable the short-hand writer to express numbers with one-half the movements necessary to the use of the Arabic characters.



The cipher, when following any digit, is attached to it, but the pen lifted for each additional cipher. The character one is always struck downward, hence, after a horizontal line an upward stroke may be made for a cipher; its connection with the horizontal line indicating that it is struck upward, and to the top of this another horizontal line is made for a cipher, thus:



EXAMPLE IN ADDITION.



Although these characters are quite simple, yet they can be used to advantage only by perfect familiarity with them, when they become as legible as the Arabic characters.

Materials.— The writer must be skillful in the use of both the pencil and pen. If the pencil is used, soft paper becomes necessary, while with the pen, fine calendered paper, of medium hardness, is essential to easy writing. When a table on which to write can be secured it is preferable. The reporter must, however, be able to write on a book held on his hand, or knee, as occasion may require. Reporting covers are on sale at all stationers. They consist of stiff leather covers about eight and three fourths by four and a half inches, opening lengthwise, and having an elastic band attached for holding the paper. The reporter, opening the book away from him, writes on the leaf nearest him, continually turning the leaves backward until he is through the book, when he turns it over and writes on the opposite side of each leaf.

For writing on the knee, a small board may be employed, on which to lay the book or paper, and steady the hand. Such a board should be light but firm, about sixteen inches long by eight broad. It may be hinged in the middle, a spring holding it firmly when open; when not in use it is closed, and thus easily carried in the pocket.

If a pencil is used, it should be a hard one, well sharpened, the reporter always keeping several on hand. If a steel pen is used, it should have a firm, fine, smooth and flexible point. The acidity of the inks in use soon renders the steel pen too sharp for very rapid and perfect writing. A perfect gold pen is the only reliable instrument for the reporter, and should have a fine smooth point, with flexible nibs.

Preparing Copy.— Copy for the printer should be written in a plain, legible hand, with correct spelling, punctuation and capitalization. Emphatic words are indicated by drawing one line under them for *italics*, two lines to indicate SMALL CAPITALS, and three lines for CAPITALS. The writing should be done with good ink, and on but one side of the leaf. In case writing is done on both sides, it should be indicated at the bottom of the first page by the word "over," written at the lower right corner.

Avoid abbreviations. If interlineations occur, their proper place should be indicated by a caret, and lines from the caret surrounding the interlineation.

It will preserve the clearness of the discourse to be particular in observing the paragraphing.

Proof Reading.— The following list of signs, with

the illustrative examples, used by proof readers in correcting manuscript for the press, are, with consent of publishers, taken from Webster's Unabridged Dictionary. They are placed in the margin of a proof, opposite the error which they point out, or are connected by a line with it, and placed at any convenient place in the margin :

(dele) delete; take out, or expunge.

Turn a reversed letter.

A space, or more space, between words, letters or lines.

Less space, or no space, between words or letters.

 Carry a word farther to the left or right.

Indent.

Elevate a letter, word or character that is sunk [below the level.

Sink or depress the same raised above the level.

Shows that a portion of the paragraph projects laterally beyond the rest.

Denotes a quadrat or space improperly appearing.

Directs attention to a broken or imperfect type.

Bring a word to the beginning of a line; also make a new paragraph.

Make a new paragraph.

Change from Italic to Roman, or from Roman to [Italic, as the case may be.

Put in small capitals.

Put in capitals. [size or style.

Wrong font — used when a character is of a wrong

 Transpose.

Lower case — *i. e.* put in small or common letters a word printed in capitals or small capitals.

?Query.

 Words are wanting; see copy.

SPECIMEN OF A CORRECTED PROOF-SHEET.

THE CROWNING OF PETRARCH.

Nothing can be conceived more affecting or noble than that ceremony. The superb palaces and porticos by which had rolled the ivory chariots of Marius and and Caesar had long mouldered into dust. The laureled fasces, the golden eagles, the shouting Legions, the captives, and the pictured cities were indeed wanting to his victorious procession. The sceptre had passed away from Rome. But she still retained the mightier influence of an empire intellectual; and was now to confer the proader reward of an intellectual triumph. To the man who had extended the dominion of her ancient language —who had erected the trophies of philosophy and imagination in the haunts of ignorance and fervency, whose captives were the hearts of admiring nations, enchained by the influence of his song —whose spoils were the *treasures* of ancient genius—the Eternal City offered the glorious and just tribute of her gratitude.

Amid the ruined monuments of ancient, and the infant erections of modern art, he who had restored the broken link between the two ages of human civilization was crowned with the wreath which he had deserved from the moderns who owed to him their refinement,—from the ancients who owed to him their fame. Never was a coronation so august witnessed by westminster or Rheims.

MACAULAY.

Caps. s. caps. Rom. Dy. lead lead Cap. Ital. ? space between ferocity wf. st tr rescued from obscurity and decay

Method of Practice.—After having become thoroughly familiar with as many of the abbreviation word and phrase signs as possible, and with the principles of

their construction, the illustrative lessons should be repeatedly written, and compared with the copy given, to see that the correct signs and best word forms are used, after which the student will find great assistance in the use of the Reporter's Classic Practice Tablets, which are prepared by the author especially for students of short-hand. In all practice let each character be formed as quickly as possible to the writer's natural power of movement, never dragging the pen, but, having clearly conceived the best word form, let it then be quickly written.

Having written and re-written as many of the tablets as the student thinks best, let him then procure the service of some one to read for him, who shall regulate his reading to the ability of the writer, slowly and distinctly at first, increasing in speed as the learner acquires power, until he is able to keep pace with the most rapid reading of various kinds of discourse.

Everything written should be read to acquire ability in reading the short-hand characters, which is as essential as rapid writing. The rate of speed requisite to reporting varies with the utterance of the speaker from eighty to two hundred words a minute, the average rate being about one hundred and forty to one hundred and fifty.

The writer should frequently time himself, to note his progress in rapidity.

Having prepared himself thus, he should try notes of speeches, sermons, etc., as they are uttered, until he finally finds himself capable of legibly recording the thoughts of the most vehement utterer.

Dropping into all kinds of assemblies, taking notes of

all kinds of discourse, to familiarize himself with reporting in general, the writer will render himself capable for any emergency.

Verbatim Reporting.—Accuracy in reporting speeches, lectures, sermons, etc., is essential, but in important cases courtesy demands that the report, if possible, be submitted to the speaker for his corrections or revision, as, in extemporary discourse especially, it often occurs that the speaker would prefer to modify many things before submitting his words to the press. The reporter should be skilled in the use of language, that he may correct inaccuracies of speech which are so likely to occur in such discourse. However, such corrections cannot waive the propriety of submitting the report to the revision of the speaker when it is practicable to do so.

In Legal reporting the writer should be conversant with the legal forms and expressions in use, as the more he understands of these the better will he be able to report. Much depends on mere form. There is always much talking done by counsel, often long arguments, the verbatim reporting of which would subject the parties to much needless expense, besides rendering the reports tediously voluminous. The proper writing of objections, motions and rulings can be done only by the exercise of good judgment, based on a knowledge of the requirements of a correct report of such matter. Often an objection by counsel is couched in a long argument, which the reporter of good judgment and acquaintance with legal phraseology puts in its proper form by a few words. The author has frequently heard legal gentlemen complain of phonographic reports, on the assumption

that it is impossible for the short-hand reporter to write without giving every word uttered.

The objection to the voluminous report is of course often just, but it does not lie in the use of phonography or short-hand notes so much as in the inability and inexperience of the reporter, who, if he could but condense the counsel's argument, would be able, because of his skill in writing, the better to make a clear presentation of it.

In such cases the writer should attend closely to what is said and done, and having clearly comprehended an idea, couch it, as directly and briefly as possible, in legal phrase.

Unless required, no report need be made of the opening remarks of counsel, who generally dictate to the writer those points which need not be written.

In ordinary civil cases the reporter has usually nothing to do with the impaneling of the jury, but in criminal cases it should be fully reported.

In the examination of witnesses, every word, both of questions and answers, should be exactly written. The summing up of counsel need not be reported unless ordered by the same. The judge's charge, except when it is written, when of course reporting is unnecessary, must be written with the utmost fidelity.

A short experience will inform the reporter fully as to what need, and what need not, be written, while the inexperienced reporter will rely mainly upon the dictation of counsel, who will suggest at the proper time what need not be taken.

Legal reports are usually written on legal cap, writ-

ing on both sides of the leaf, unless counsel prefer it otherwise. Each page is numbered as it is written, at the lower left corner. The paper for reports should be fastened by means of clasps, or of tape, passed through holes punched near the edge of the upper margin, and tied. The first page of the report should be used as a title-page, and upon it, written in legible long-hand, the name of the court, title of suit, name of judge before whom the case is tried, and if before a jury, date of trial, names of counsel, with parties for whom they appear, with an index to the evidence. A new title-page should be made for each day of the trial.

The following seven different forms, adapted to the courts of Illinois and to the United States courts, will be a sufficiently suggestive guide to the courts of the different states, the forms being common, varying only in the names of the courts, or of the terms applied to the principal parties involved.

Following these seven forms is a brief outline of the beginning of a trial, which is written, except the letters distinguishing the questions and answers and the examinations, with the first letter of other important words beginning sentences, on the right of the marginal line, the before-mentioned letters being written at its left. The object of this distinction is simply to facilitate the reference to the notes. The form of reporting any case will depend entirely on the matter to be written, and must be left to the experience and judgment of the reporter.

TITLE-PAGE FORMS.

FORM I.

IN THE PROBATE COURT OF COOK COUNTY.

JANUARY TERM, 1878.

STATE OF ILLINOIS, } ss.
COUNTY OF COOK, }

In the matter of the Estate of } Proof of Will.
John T. Adams, deceased. }

HON. JOSHUA C. KNICKERBOCKER, *Probate Judge.*

APPEARANCES.

For proponents of the will, CYRUS HOMER, ESQ.
For contestants of the will, S. M. COLES, ESQ.

INDEX TO EVIDENCE.

	Direct.	*Cross.*
Henry Mann, - - - - - -	page 3	10
Walter Wiltsie, - - - - -	" 5	11
Jane Wiltsie, - - - - - -	" 6	11

FORM II.

IN THE COUNTY COURT OF COOK COUNTY.

JANUARY TERM, 1878.

STATE OF ILLINOIS, } ss.
COUNTY OF COOK, }

PETER JOHNSON } Assumpsit.
vs. }
CONRAD REED. }

HON. M. B. LOOMIS, *Presiding Judge.*

APPEARANCES.

For plaintiff, DARIUS JUDD, ESQ.
For defendant, VIRGIL A. FIELD, ESQ.

INDEX TO PLAINTIFF'S EVIDENCE.

	Direct.	*Cross.*
Trueman Good, - - - - -	page 4	20
Wm. Hoisington, - - - - -	" 10	24
Exhibit A, - - - - - -	" 15	

INDEX TO DEFENDANT'S EVIDENCE.

	Direct.	Cross.
Maria Wilson,	page 25	30
Exhibit A,	" 26	
Exhibit B,	" 27	

FORM III.

IN THE SUPERIOR COURT OF COOK COUNTY.

JANUARY TERM, 1878.

STATE OF ILLINOIS, }
COUNTY OF COOK, } ss.

The remainder of this form is like No. 2.

FORM IV.

IN THE CIRCUIT COURT OF COOK COUNTY.

JANUARY TERM, 1878.

STATE OF ILLINOIS, }
COUNTY OF COOK, } ss.

IN CHANCERY.

JOHN W. WARD, *Complainant*, }
JAMES SAXE, *Defendant*. } Bill for injunction.

HON. E. S. WILLIAMS, *Judge*.

APPEARANCES.

For complainant, CHAS. LATHROP, ESQ.
For defendant, L. F. SCOTT, ESQ.

FORM V.

IN THE APPELLATE COURT OF THE STATE OF ILLINOIS.

FIRST JUDICIAL DISTRICT.

APRIL TERM, 1878.

WARREN MILLER, *Appellant*, }
vs. } Appeal from the Circuit
JOSEPH T. SMITH, *Appellee*. } Court of Cook County.

INDEX.

Argument of C. D. T. Smith, Esq. - - page 3–76
Argument of Chas. Wheaton, Esq. - " 77–120

FORM VI.

IN THE SUPREME COURT OF THE STATE OF ILLINOIS.

NORTHERN GRAND DIVISION.

SEPTEMBER TERM, 1878.

CHESTER DAVIS, *Plaintiff in Error*, *vs.* HENRY R. FOX, *Defendant in Error*. } Error to the Circuit Court of Cook County.

INDEX.

Argument of W. H. Dexter, Esq. - - page 6–94
Argument of C. D. Willis, Esq. - - " 95–120

FORM VII.

IN THE CIRCUIT COURT OF THE UNITED STATES.

NORTHERN DISTRICT OF ILLINOIS.

IN EQUITY.

JOHN I. BLAIR *et. al.* *vs.* CHICAGO & PACIFIC R. R. Co. *et. al.* } Bill to Foreclose Mortgage.

HON. THOMAS DRUMMOND, *Presiding.*

APPEARANCES.

For Complainants, GEO. W. SMITH, ESQ.
For Defendants, CHAS. D. F. SMITH, ESQ.

INDEX.

FRAGMENT OF REPORT OF TRIAL.

COUNTY COURT, COOK COUNTY.

PETER JOHNSON
vs.
CONRAD READ. } Before Hon. M. B. Loomis and Jury.

CHICAGO, ILL., JANUARY 10, 1878.

APPEARANCES.

For Plaintiff, M. O. B. SOUTHWORTH, ESQ.
For Defendant, A. C. LITTLE, ESQ.

Trueman Good, on behalf of Plaintiff, being duly sworn, testifies as follows.

Direct examination by Mr. Loomis:

Q. Where do you reside?

A. At 650 Western Avenue.

Q. How long have you known the plaintiff?

A. Between three and four years.

Q. Have you seen him often during that period?

A. No, sir, not very frequently.

Q. Under what circumstances have you been in the habit of seeing him?

A. Only in the way of business.

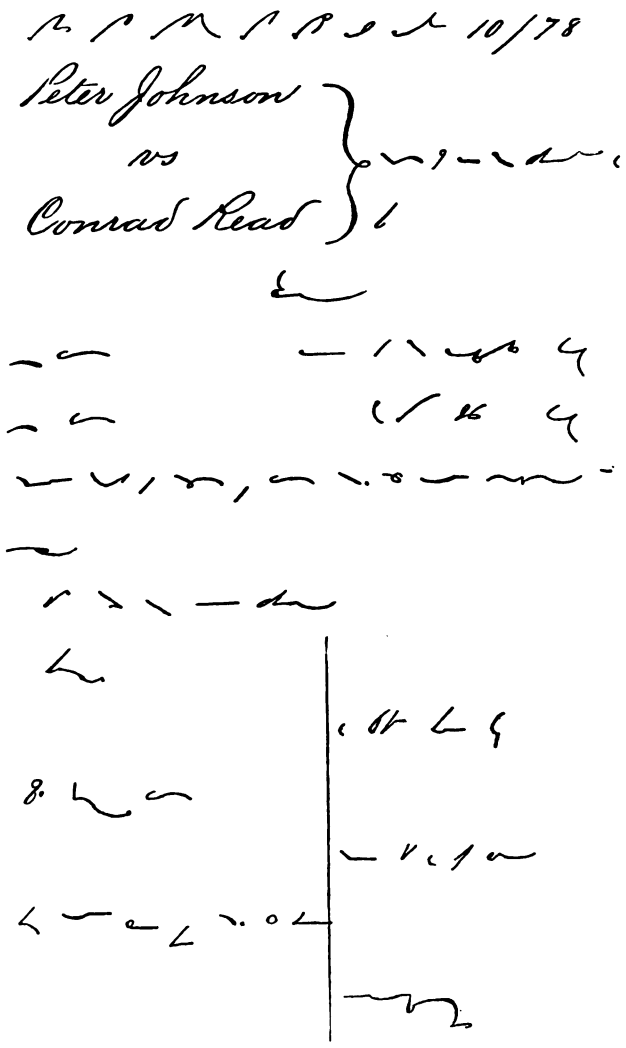
Q. What is your business?

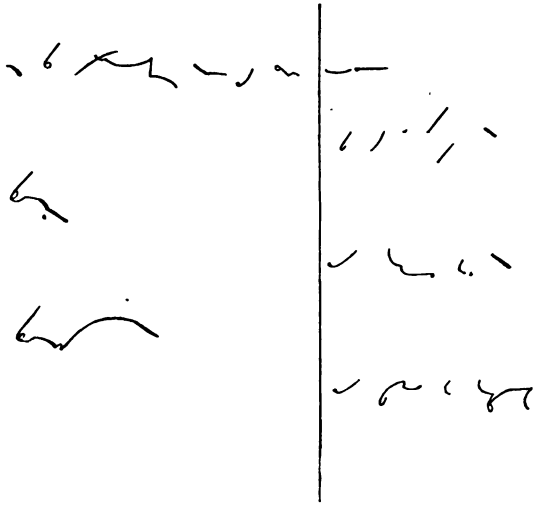
A. I am engaged in the tanning business.

Q. Where is your place of business?

A. I am located at Galena.

ILLUSTRATION.





CHAPTER X.

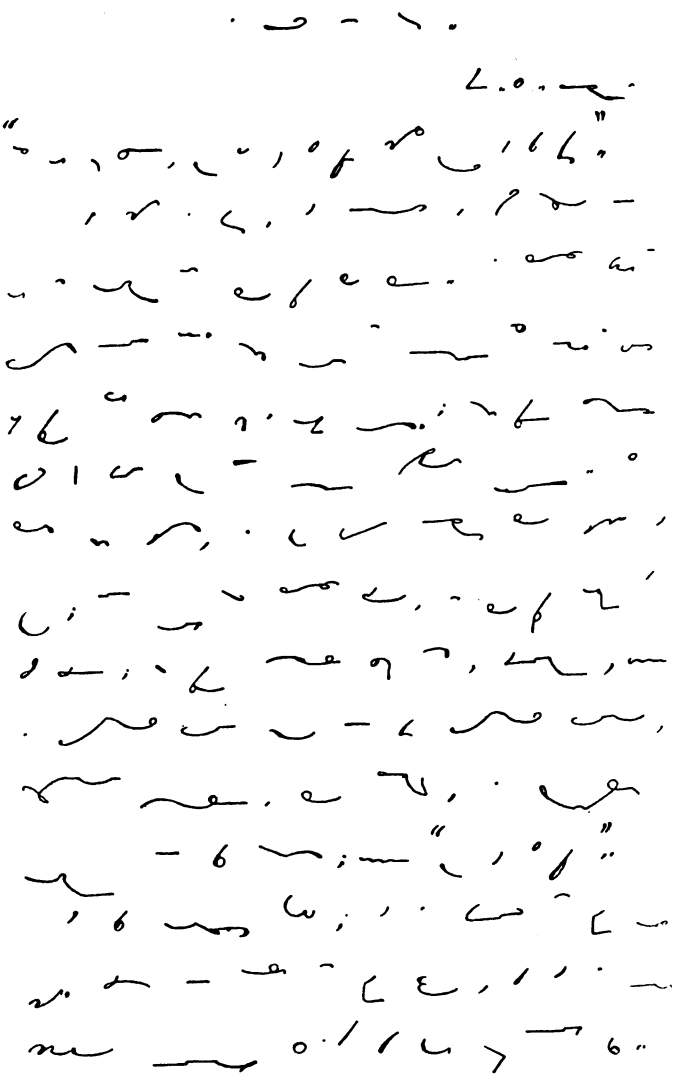
ILLUSTRATIONS OF REPORTING STYLE AND EXAMPLES FOR PRACTICE.

THE SPREAD OF CHRISTIANITY.

WILLIAM H. MILBURN.

"And he said unto them, Go ye into all the world, and preach the gospel to every creature."

To appreciate the text, it is necessary to place yourselves in the sight of the speaker and of those who heard him. A handful of despised and proscribed men are standing upon the summit of a mountain, and there, amidst the company, is one who has passed a life of poverty, sorrow and suffering; upon whom contumely and derision have descended like rain from the clouds of summer. He has been the butt of ridicule, the target at which malignity has directed all its arrows; and now, surrounded by a handful of disciples — of those who have striven to be loyal to him, but whose flesh and heart have failed time and again,— the Jewish peasant utters in the ear of Jewish peasants, publicans and fishermen, this language, the like of which had not been spoken on the earth before,—"Go into all the world." It is either sublimity or absurdity; it is the emanation of a divine soul projecting itself in the shape of a divine purpose, or it is the most preposterous nonsense that was ever addressed by one man to another.

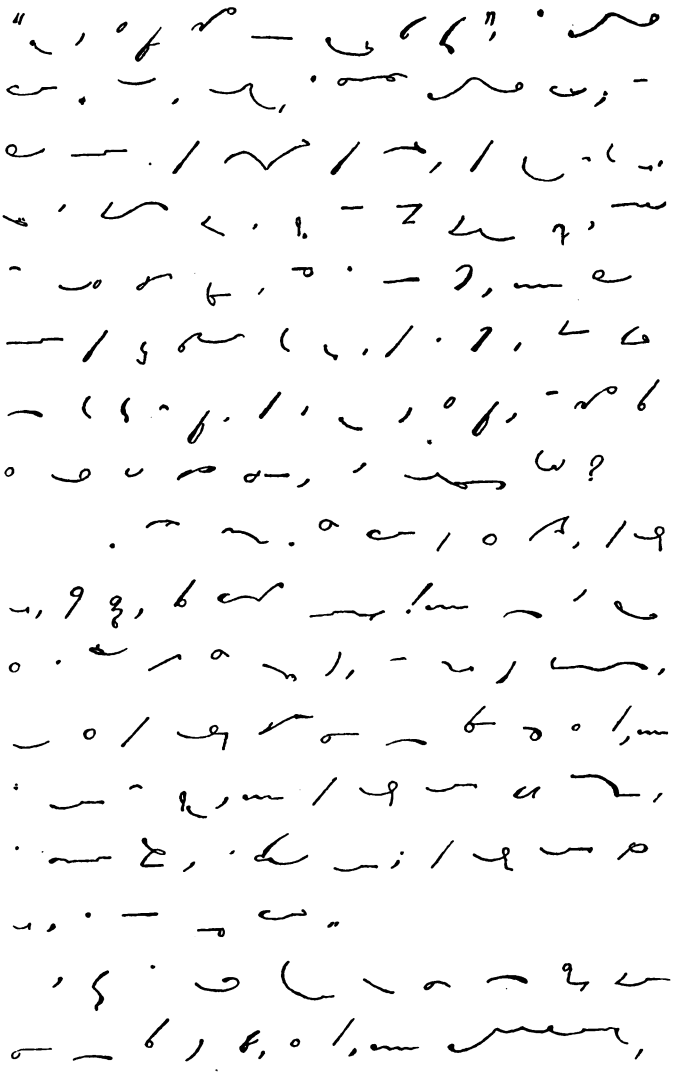


"Go into all the world, and preach my gospel to every creature." A Jewish peasant, I say, speaking to a handful of Jewish peasants; and these men, without education, without friends, without advantages of any sort, belonging to an obscure tribe, living in a narrow and insignificant province, masters of a single dialect alone, and that a mere *patois*,—these men, without adventitious helps of any kind, without the power to obtain credentials from any quarter of the world, were to go into all the world and preach what he had been preaching, and what he should yet declare to them. Is it sublimity, or absurdity?

I fancy if you and I had been present on that occasion, we should have said, had we thought of it at all, What perfect nonsense! For it is likely that the scales would have been upon our eyes, and the dust in our atmosphere, so that we should not have discerned him for what, in truth, he was,—the Son of the living God.

We should have seen the derided Nazarene, the contemned Galilean, the carpenter's son; we should have seen the earthly side, the mere mortal presentation.

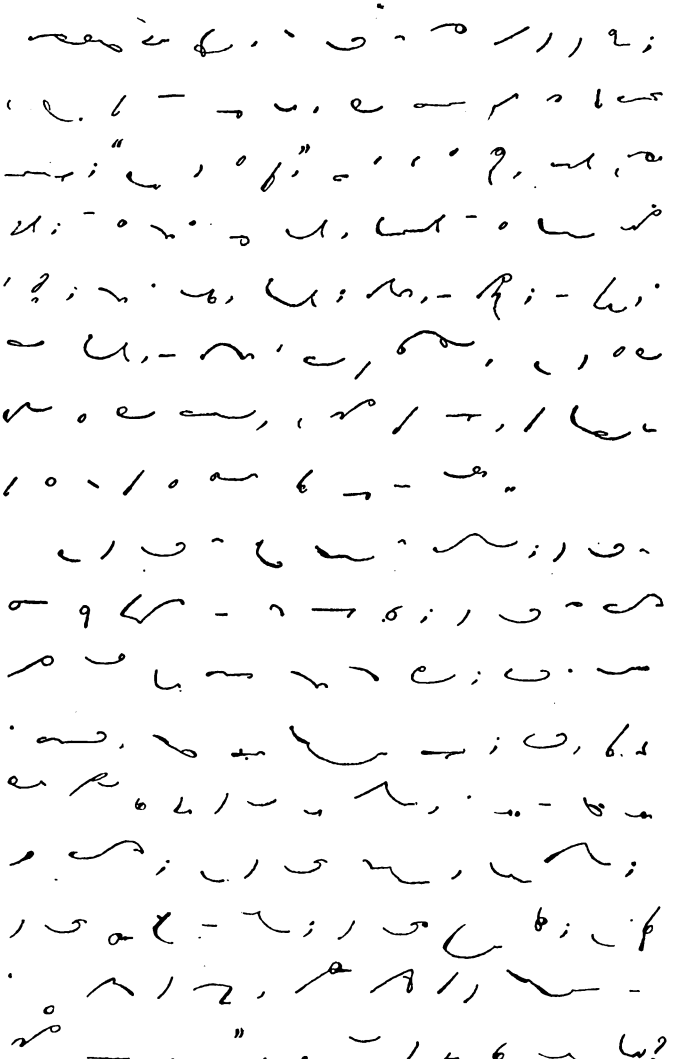
It requires a spirit quickened by light from heaven to discern him for what, in reality, he was,—Jesus, the Son of God.



Flesh and blood did not reveal this, but the spirit of the Father which is in heaven; and looking only on the mortal side, this command would appear the very perfection of nonsense: "Go ye into all the world."

Yonder to the east lay Parthia, Media, and farthest India; and here upon the north, Syria, Armenia, and all the regions stretching to the pole; upon the south, Arabia, Egypt, and Ethiopia; and westward, the lesser Asia, and Europe to the Pillars of Hercules. "Go into all these tracts, all these realms, and preach without means, without auxiliaries, and not only that, but without all helps of earthly mold and shape.

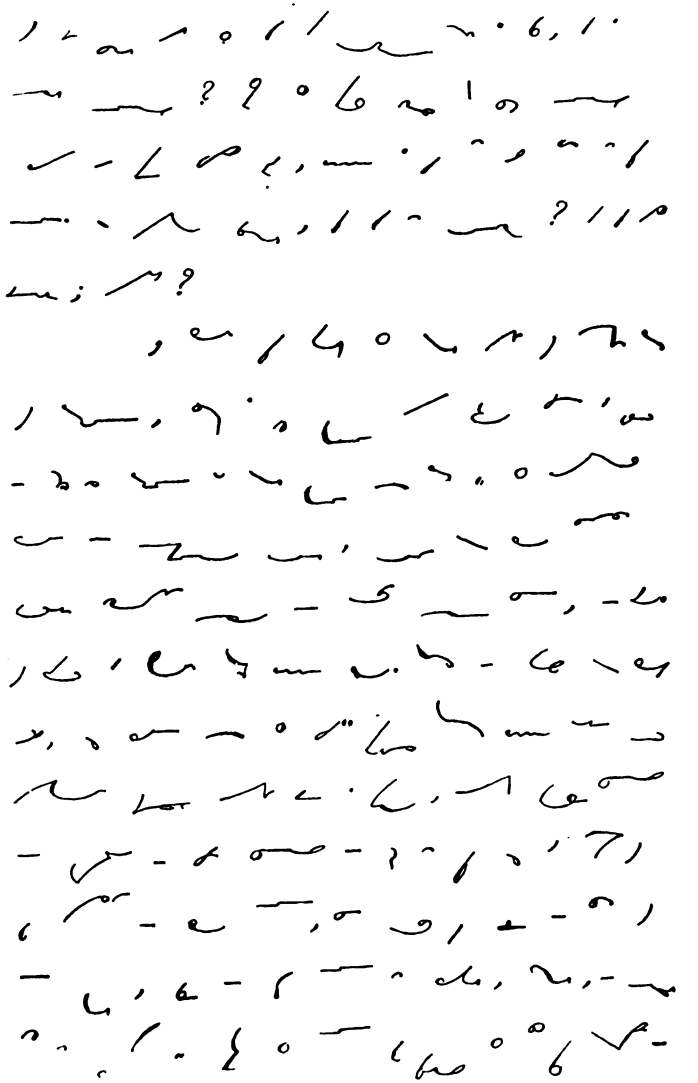
"Go, in spite of the angry bitterness of the Jews; in spite of them who have crucified and put me to death; in spite of all the persecutions which they shall visit continually upon your heads; despite the sneer, the contempt, the unutterable scorn of Greeks and Romans; despite, when attention has been challenged, and their interest in some sort awakened, the strong and glittering sword of imperial persecution; go, in spite of dungeon, gibbet and rack; in spite of thong, and scourge, and stake; in spite of the cross and amphitheater; go wherever a human creature is found, whether in civilization or in barbarism, and preach my gospel." I say, is it not either sublimity or absurdity?



Is it not the loftiest word that ever was spoken upon the earth, or the merest nonsense?

Had we been there we should probably have thought it nonsense. Which do we now declare it to be,—the word of an idle prater, of a well meaning but weak enthusiast, or the word of the Son of God? One or the other it must be — which is it?

It has been well observed that the best evidence in favor of Christianity is christendom. Here you have a popular argument which adapts itself to the comprehension and acceptance of all. Christendom is the best argument for Christianity. That Jewish peasant on the mountain's summit, surrounded by his handful of despised and persecuted followers, now separated from them, and, rising in opposition to the laws of gravitation — rising gradually and easily by his own impulsion, until hidden from their longing, wistful gaze — set in motion causes and influences which have come down the centuries, and which have enshrined themselves in the affections, and embodied themselves in the activity of the world, until its face is entirely changed, and his name, then the sport of scorn and hate, is now the august, enthroned and revered name of the highest, purest, and noblest part of the human race. Around that name, to-day, clusters all that hath worth, excellency and



power; all that hath vigor, adaptive facility; all that hath energy and resistless might, in what we style the civilization of the time; around that name it is all gathered. The word which was spoken upon the summit of that mountain, "Go," has been obeyed; and in virtue of the speaking of that word, and the obedience rendered to it, the world is what it is.

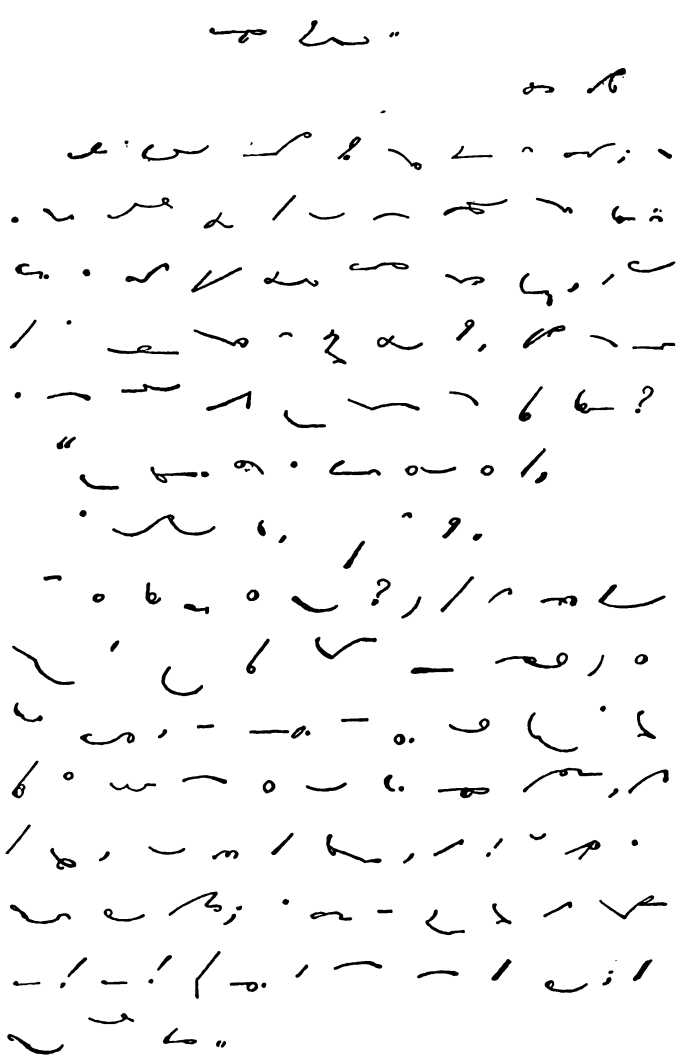
MILITARY INSUBORDINATION.

HENRY CLAY.

I will not trespass much longer upon the time of the committee, but I trust I shall be indulged with some few reflections upon the danger of permitting the conduct on which it has been my painful duty to animadvert, to pass without a solemn expression of the disapprobation of this house. Recall to your mind the free nations which have gone before us. Where are they now?

"Gone glimmering through the dream of things that were,
A school-boy's tale, the wonder of an hour."

And how have they lost their liberties? If we could transport ourselves back to the ages when Greece and Rome flourished in their greatest prosperity, and, mingling in the throng, should ask a Grecian whether he did not fear that some daring military chieftain, covered with glory — some Philip or Alexander — would one day overthrow the liberties of his country, the confident and indignant Grecian would exclaim, "No! no! we have nothing to fear from our heroes; our liberties shall be eternal."

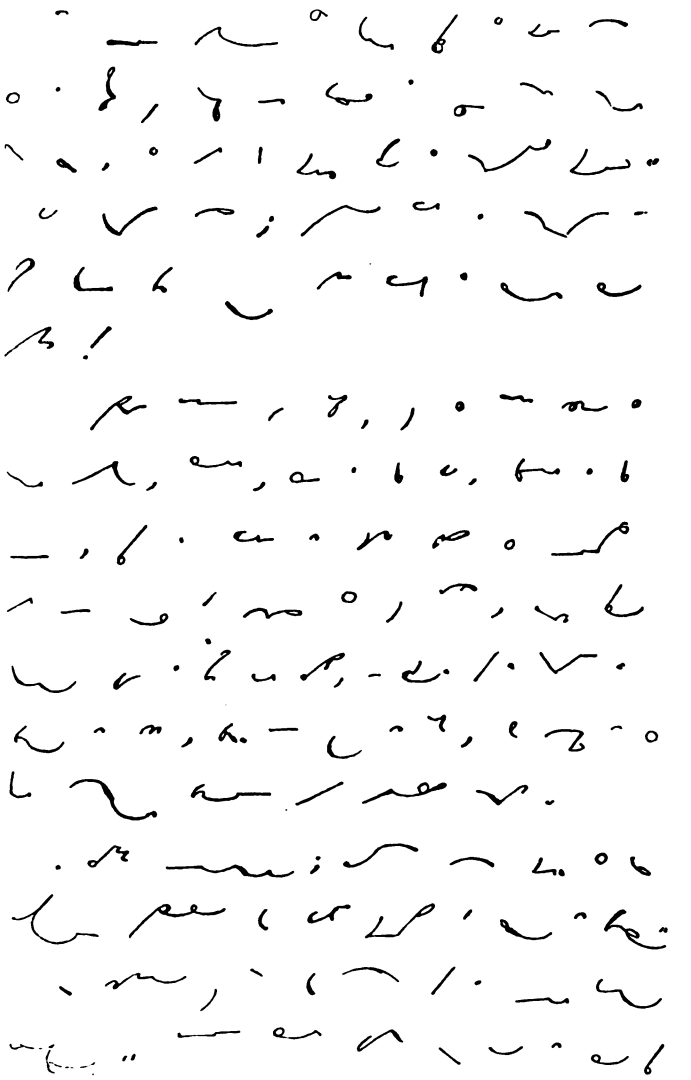


If a Roman citizen had been asked whether he did not fear that the conqueror of Gaul might establish a throne upon the ruins of public liberty, he would have instantly repelled the unjust insinuation.

Yet Greece fell; Cæsar passed the Rubicon, and the patriotic arm even of Brutus could not preserve the liberties of his devoted country!

The celebrated Madame de Staël, in her last and perhaps her best work, has said that in the very year, almost the very month, when the president of the directory declared that monarchy would never show its frightful head in France, Bonaparte, with his grenadiers, entered the palace of St. Cloud, and dispersing with the bayonet the deputies of the people, deliberating on the affairs of the state, laid the foundation of that vast fabric of despotism which overshadowed all Europe.

I hope not to be misunderstood; I am far from intimating that General Jackson cherishes any designs inimical to the liberties of the country. I believe his intentions to be pure and patriotic. I thank God that he would not, but I thank him still more that he could not if he would, overturn the liberties of the republic. But precedents, if bad, are fraught with the most dangerous consequences. Man has been described by some of those who

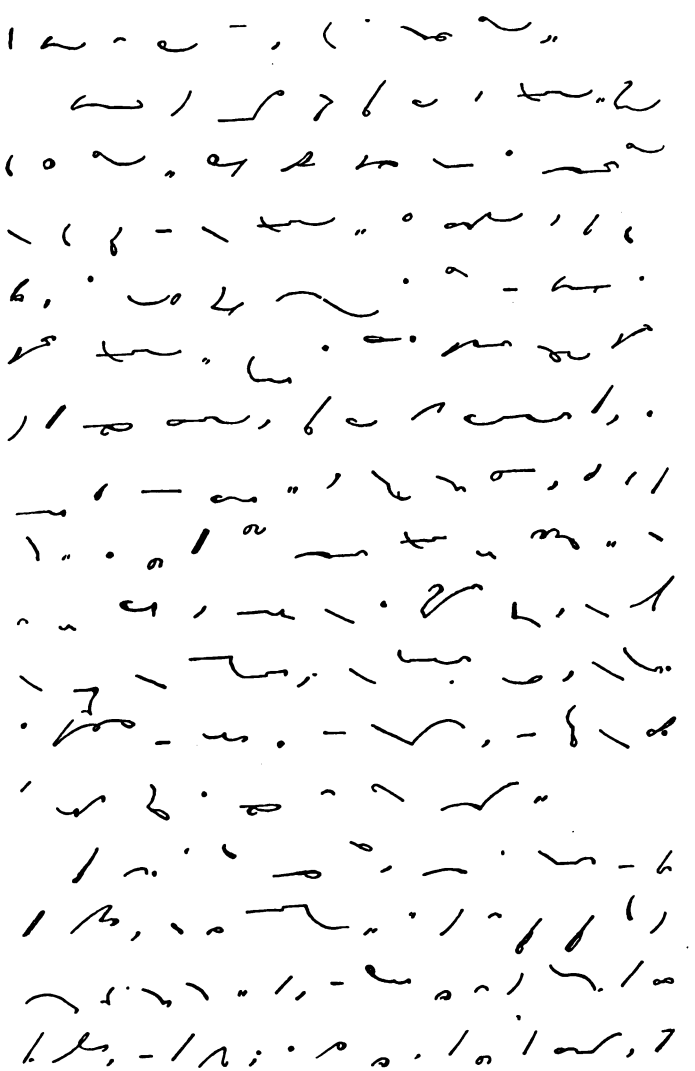


have treated of his nature, as a bundle of habits. The definition is much truer when applied to governments. Precedents are their habits. There is one important difference between the formation of habits by an individual and by governments. He contracts it only after frequent repetition; a single instance fixes the habit and determines the direction of governments.

Against the alarming doctrine of unlimited discretion in our military commanders, when applied even to prisoners of war, I must enter my protest.

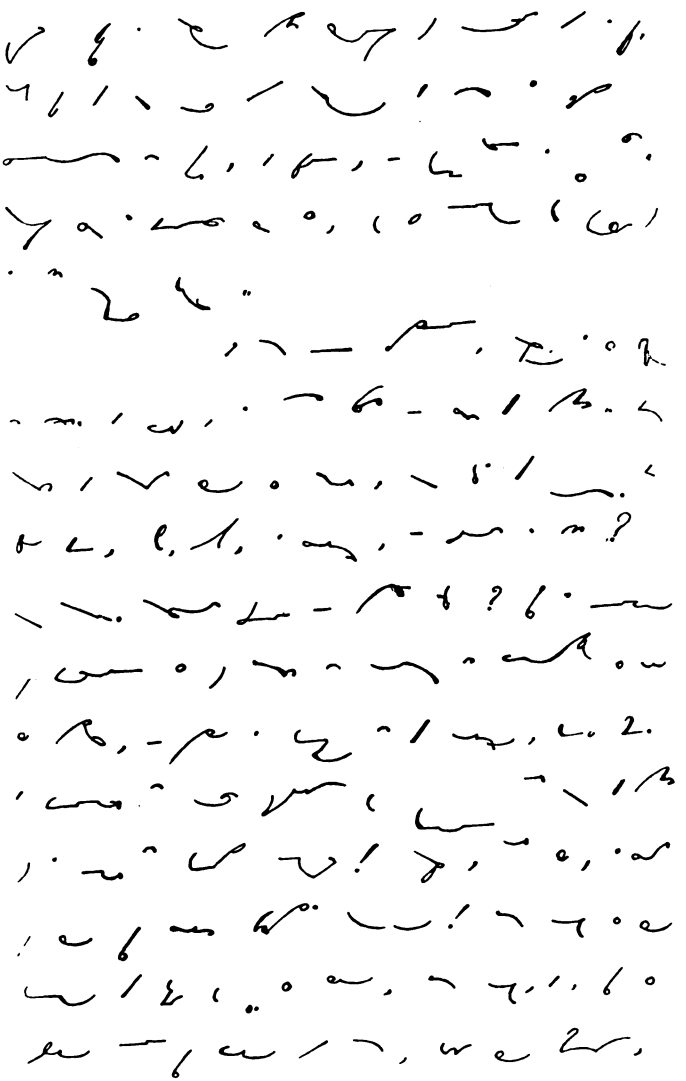
It begins upon them; it will end on us. I hope our happy form of government is to be perpetual. But if it is to be preserved, it must be by the practice of virtue, by justice, by moderation, by magnanimity, by greatness of soul, by keeping a watchful and steady eye on the execution, and above all, by holding to a strict accountability the military branch of the public force.

We are fighting a great moral battle, for the benefit not only of our country, but of all mankind. The eyes of the whole world are in fixed attention upon us. One, and the largest portion of it, is gazing with contempt, with jealousy and with envy; the other portion with hope, with confidence and with affection.



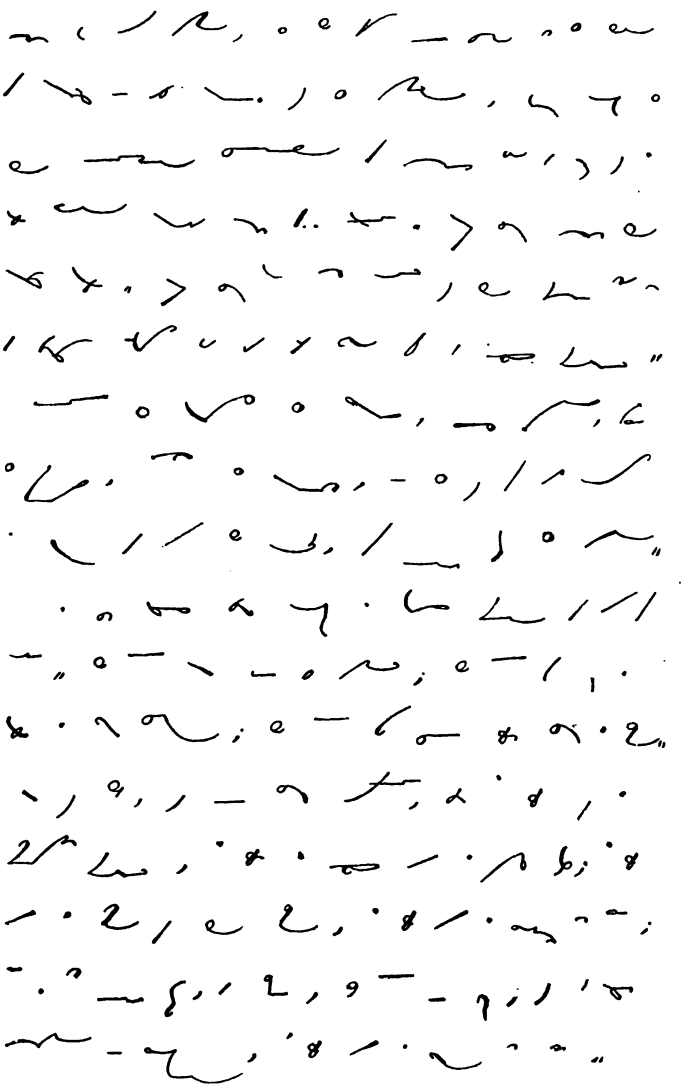
Everywhere the black cloud of legitimacy is suspended over the world, save only one bright spot, which breaks out from the political hemisphere of the west, to enlighten and animate and gladden the human heart. Obscure that, by the downfall of liberty here, and all mankind are enshrouded in a pall of universal darkness.

To you, Mr. Chairman, belongs the high privilege of transmitting to posterity the fair character and liberty of our country. Do you expect to execute this high trust by trampling, or suffering to be trampled down, law, justice, the constitution and the rights of the people? by exhibiting examples of inhumanity, and cruelty and ambition? When the minions of despotism heard in Europe of the seizure of Pensacola, how did they chuckle and chide the admirers of our institutions, tauntingly pointing to the demonstration of a spirit of injustice and aggrandizement, made by our country in the midst of an amicable negotiation! Behold, said they, the conduct of those who are constantly reproaching kings! You saw how those admirers were astounded and hung their heads. You saw, too, when that illustrious man who presides over us adopted his pacific,



moderate and just course, how they once more lifted up their heads with exultation and delight beaming in their countenances. And you saw how those minions themselves were finally compelled to unite in the general praises bestowed upon our government. Beware how you forfeit this exalted character. Beware how you give a fatal sanction in this infant period of our republic, scarcely yet two-score years old, to military insubordination. Remember that Greece had her Alexander, Rome her Cæsar, England her Cromwell, France her Bonaparte, and that if we would escape the rock on which they split we must avoid their errors.

I hope gentlemen will deliberately survey the awful isthmus on which we stand. They may bear down all opposition; they may even vote the general the public thanks; they may carry him triumphantly through this house. But, if they do, in my humble judgment it will be a triumph of the principle of insubordination; a triumph of the military over the civil authority; a triumph over the powers of this house; a triumph over the constitution of the land; and I pray most devoutly to heaven that it may not prove, in its ultimate effects and consequences, a triumph over the liberties of the people.



REPLY TO HAYNE.

DANIEL WEBSTER.

The eulogium pronounced on the character of the State of South Carolina, by the honorable gentleman, for her revolutionary and other merits, meets my hearty concurrence. I shall not acknowledge that the honorable member goes before me in regard for whatever of distinguished talent or distinguished character South Carolina has produced. I claim part of the honor; I partake in the pride of her great names. I claim them for my countrymen, one and all,—the Laurenses, the Rutledges, the Pinkneys, the Sumpters, the Marions,—Americans all—whose fame is no more to be hemmed in by state lines, than their talents and patriotism were capable of being circumscribed within the same narrow limits.

In their day and generation they served and honored the country, and the whole country, and their renown is of the treasures of the whole country. Him, whose honored name the gentleman himself bears—does he deem me less capable of gratitude for his patriotism, or sympathy for his sufferings, than if his eyes had first opened upon the light in Massachusetts instead of South Carolina? Sir, does he suppose it in his power to exhibit a Carolina name so bright as to produce envy in my bosom? No, sir; increased gratification and delight rather.

I thank God that, if I am gifted with little of the spirit which is able to raise mortals to the skies, I have yet none, as I trust, of that other spirit which would drag angels down. When I shall be found, sir, in my place here in the senate, or elsewhere, to sneer at public merit, because it

happens to spring up beyond the little limits of my own state or neighborhood; when I refuse for any cause the homage due to American talent, to elevated patriotism, to sincere devotion to liberty and the country; or if I see an uncommon endowment of Heaven, if I see extraordinary capacity and virtue in any son of the south, and if, moved by local prejudice or gangrened by state jealousy, I get up here to abate the tithe of a hair from his just character and fame,— may my tongue cleave to the roof of my mouth!

Sir, let me recur to pleasing recollections; let me indulge in refreshing remembrances of the past; let me remind you that, in early times, no states cherished greater harmony, both of principle and feeling, than Massachusetts and South Carolina. Would to God that harmony might again return! Shoulder to shoulder they went through the revolution; hand in hand they stood around the administration of Washington, and felt his own great arm lean on them for support. Unkind feeling,— if it exists, alienation and distrust are the growth. They are weeds, the seeds of which that same great arm never scattered.

Mr. President, I will enter on no encomium upon Massachusetts; she needs none. There she is. Behold her, and judge for yourselves. There is her history, the world knows it by heart. The past at least is secure. There is Boston, and Concord, and Lexington, and Bunker Hill; and there they will remain forever. The bones of her sons fallen in the great struggle for independence now lie mingled with the soil of every state, from New England to Georgia; and there they will lie forever.

And, sir, where American liberty raised its first voice, and where its youth was mustered and sustained, there

it still lives in the strength of its manhood, and full of its original spirit. If discord and disunion shall wound it; if party strife and blind ambition shall hawk at and tear it; if folly and madness, if uneasiness under salutary and necessary restraint, shall succeed in separating it from that union by which alone its existence is made sure, it will stand in the end by the side of that cradle in which its infancy was rocked; it will stretch forth its arm with whatever of vigor it may still retain over the friends who gather around it; and it will fall at last, if fall it must, amid the profoundest monuments of its own glory, and on the very spot of its origin.

MOTION OF THE HEAVENLY BODIES.

THOMAS DICK.

Having taken a cursory view of the magnitude of the numberless bodies scattered through the regions of space, let us now consider the motions which are incessantly going forward in every part of the universe, for all the myriads of globes and systems to which we have alluded are in rapid and perpetual motion; and we have no reason to believe that there is a single quiescent body throughout the immensity of creation. We have here planets revolving around suns, planets revolving around planets, suns performing their revolutions around suns, suns revolving around the centers of sidereal systems, and in all probability every system of creation revolving around the center and *Grand Mover* of the whole. The rate of these motions, in every known instance, is not less than several thousands of miles every hour, and in many instances thousands of

miles in a minute. The motions which are found among the planetary globes appear at first view altogether astonishing and almost to exceed belief, when we consider the enormous size of these bodies. That a globe a thousand times larger than our world should fly at the rate of thirty thousand miles an hour, and carry along with it a retinue of other mighty globes in its swift career, is an object that may well strike us with wonder and amazement. But the fixed stars — though to a common observer they appear exactly in the same position with regard to each other — are found in some instances to be carried forward with motions far more rapid than even the bodies of the planetary system, though their magnitude is immensely superior. We have already seen that the star 61 Cygni, whose apparent motion is five seconds annually, and consequently imperceptible to a common observer, yet at the distance at which the star is known to be placed, this motion is equivalent to one thousand five hundred and fifty-two millions of miles in a year, four millions two hundred and fifty-two thousand miles a day, and one hundred and seventy-seven thousand miles an hour. Other stars are found to move with velocities similar, as Cassiopeia, which moves above three millions of miles a day, which is at the rate of two thousand one hundred and sixty miles every minute. These are motions altogether incomprehensible by human beings, especially when we take into consideration the enormous magnitude of the stars, some of which may be a thousand times larger than all the planets and comets belonging to our system. They display the amazing and uncontrollable *energies of omnipotence*, and afford a dis-

tinct source of admiration and astonishment in addition to all the other wonders of the universe. If, then, we would endeavor to obtain a comprehensive idea of the motions going forward throughout the spaces of immensity, we must not only conceive of planets revolving around luminous centers, but of suns revolving around suns,— of suns and systems revolving around the centers of the nebulæ to which they respectively belong, — of all the systems and nebulæ of the universe revolving in immense circumferences around the throne of the Eternal, the great center of all worlds and beings,— of each sun, and planet and system, notwithstanding, pursuing a course of its own in different directions, and in numerous instances acted upon by different forces,— in short, of the ten thousand times ten thousands of luminous and opaque globes of every rank and order within the circuit of creation, all performing their rapid but harmonious motions throughout every region of space, and without intermission, in obedience to the laws of their Creator.

WE CHERISH THE MEMORY OF OUR HONORED DEAD.

EDWARD EVERETT.

It has been the custom, from the remotest antiquity, to preserve, and to posterity, in bronze and in marble, the counterfeit presentment of illustrious men. Within the last few years modern research has brought to light, on the banks of the Tigris, huge slabs of alabaster, buried for ages, which exhibit, in relief, the faces and the persons of men who governed the primeval East in the gray

dawn of history. Three thousand years have elapsed since they lived, and reigned, and built palaces, and fortified cities, and waged war, and gained victories of which the trophies are carved upon these monumental tablets,—the triumphal procession, the chariots laden with spoil, the drooping captive, the conquered monarch in chains,—but the legends inscribed upon the stone are imperfectly deciphered, and little beyond the names of the personages, and the most general tradition of their exploits, is preserved.

In like manner the obelisks and the temples of ancient Egypt are covered with the sculptured images of whole dynasties of Pharaohs—older than Moses, older than Joseph, whose titles are recorded in the hieroglyphics with which the granite is charged, and which are gradually yielding up their long concealed mysteries to the sagacity of modern criticism. The plastic arts, as they passed into Hullas, with all the other arts which give grace and dignity to our nature, reached a perfection unknown to Egypt or Assyria; and the heroes and sages of Greece and Rome, immortalized by the sculptor, still people the galleries and museums of the modern world.

In every succeeding age, and in every country in which the fine arts have been cultivated, the respect and affection of survivors have found a pure and rational gratification in the historical portrait and the monumental statue of the honored and loved in private life, and especially of the great and good who have deserved well of their country. Public esteem and confidence, and private affection, the gratitude of the community and the fond memories of the fireside, have ever sought, in this way, to prolong the sensible

existence of their beloved and respected objects. What, though the dear and honored features and persons on which, while living, we never gazed without tenderness or veneration, have been taken from us,—something of the majesty abides in the portrait, the bust, and the statue. The heart bereft of the living originals turns to them; and, cold and silent as they are, they strengthen and animate the cherished recollections of the loved, the honored, and the lost.

The skill of the painter and sculptor, which thus comes in aid of the memory and imagination, is, in its highest degree, one of the rarest, as it is one of the most exquisite, accomplishments within our attainment, and in its perfection as seldom witnessed as the perfection of speech or music. The plastic hand must be moved by the same ethereal instinct as the eloquent lips or the recording pen.

The number of those who, in the language of Michael Angelo, can discern the finished statue in the heart of the shapeless block, and bid it start into artistic life, who are endowed with the exquisite gift of molding the rigid bronze or the lifeless marble into graceful, majestic and expressive forms, is not greater than the number of those who are able, with equal majesty, grace and expressiveness, to make the spiritual essence, the finest shades of thought and feeling, sensible to the mind, through the eye and the ear, in the mysterious embodiment of the written and the spoken word. If Athens, in her palmiest days, had but one Pericles, she had also but one Phidias.

Nor are these beautiful and noble arts, by which the face and the form of the departed are preserved to us, calling into the highest exercise, as they do, all the imi-

tative and idealizing powers of the painter and the sculptor, the least instructive of our teachers. The portraits and the statues of the honored dead kindle the generous ambition of the youthful aspirant to fame. Themistocles could not sleep for the trophies in the Ceramicus; and when the living Demosthenes had ceased to speak, the stony lips remained to rebuke and exhort his degenerate countrymen. More than a hundred years have elapsed since the great Newton passed away; but, from age to age, his statue, by Roubillac, in the antechapel of Trinity College, will give distinctness to the conceptions formed of him by hundreds and thousands of ardent, youthful spirits, filled with reverence for that transcendent intellect which, from the phenomena that fall within our limited vision, deduced the imperial law by which the sovereign mind rules the entire universe. We can never look on the person of Washington; but his serene and noble countenance, perpetuated by the pencil and the chisel, is familiar to far greater multitudes than ever stood in his living presence, and will be thus familiar to the latest generation.

What parent, as he conducts his son to Mount Auburn or to Bunker Hill, will not, as he passes before their monumental statues, seek to heighten his reverence for virtue, for patriotism, for science, for learning, for devotion to the public good, as he bids him contemplate the form of that grave and venerable Winthrop, who left his pleasant home in England to come and found a new republic in this untrodden wilderness; of that ardent and intrepid Otis, who first struck out the spark of American independence; of that noble Adams, its most eloquent

champion on the floor of Congress; of that martyr, Warren, who laid down his life in its defense; of that self-taught Bowditch, who, without a guide, threaded the starry mazes of the heavens; of that Story, honored at home and abroad as one of the brightest luminaries of the law, and, by a felicity of which I believe there is no other example, admirably portrayed in marble by his son?

What citizen of Boston, as he accompanies the stranger around our streets, guiding him through our busy thoroughfares, to our wharves crowded with vessels which range every sea and gather the produce of every climate, up to the dome of this capitol, which commands as lovely a landscape as can delight the eye or gladden the heart, will not, as he calls his attention, at last, to the statues of Franklin and Webster, exclaim, "Boston takes pride in her natural position, she rejoices in her beautiful environs, she is grateful for her material prosperity; but, richer than the merchandise stored in palatial warehouses, greener than the slopes of sea-girt islets, lovelier than this encircling panorama of land and sea, of field and hamlet, of lake and stream, of garden and grove, is the memory of her sons, native and adopted, the character, services and fame of those who have benefited and adorned their day and generation. Our children and the schools at which they are trained, our citizens and the services they have rendered — these are our jewels, these our abiding treasures."

Yes, your long rows of quarried granite may crumble to the dust; the cornfields in yonder villages ripening to the sickle may, like the plains of stricken Lombardy a few weeks ago, be kneaded into bloody clods by

the maddening wheels of artillery; this populous city, like the old cities of Etruria and Campagna Romagna, may be desolated by the pestilence that walketh in darkness, may decay with the lapse of time, and the busy mart which now rings with the joyous din of trade, become as lonely or still as Carthage or Tyre, as Babylon or Nineveh; but the names of the great and good shall survive the desolation and the ruin; the memory of the wise, the brave, the patriotic, shall never perish.

Yes, Sparta is a wheat-field; a Bavarian prince holds court at the foot of the Acropolis; the traveling virtuoso digs for marble in the Roman Forum, and beneath the ruins of the temple of Jupiter Capitolarius; but Lycurgus and Leonidas, and Miltiades and Demosthenes, and Cato and Tully "still live," and He* still lives, and all the great and good shall live in the heart of ages while marble and bronze shall endure; and when marble and bronze shall have perished, they shall "still live" in memory, so long as men shall reverence law, and honor patriotism, and love liberty!

COMPLETE EDUCATION.

AN ADDRESS DELIVERED AT THE OPENING OF A NEW COLLEGE EDIFICE.

BY THE REV. JOS. CROSS, D.D. LL.D.

In the fairest of Italian cities stands the finest of terrestrial structures — a campanile or bell-tower, twenty-five feet square, two hundred and seventy-three feet high, built of white and colored marble, in alternate blocks,

* Daniel Webster.

covered with a royal luxuriance of sculpture, framed in medallions, studded everywhere with the most beautiful statuary, disposed in Gothic niches, and finished from base to battlement like a lady's cabinet, inlaid with pearl and gold. It would seem as if nothing more perfect in symmetry, more exquisite in workmanship, or more magnificent in ornamentation, could possibly be achieved by human genius. Pure as a lily born of dew and sunshine, the approaching tourist sees it rising over the lofty roof of the Duomo, like the pillar of cloud upon the tabernacle; and when he enters the Piazza, and finds it standing apart in its majestic altitude, and looking down upon the vestal loveliness of the Tuscan Santa Maria, he can think only of the Angel of the Annunciation in the presence of the Blessed Virgin. Whoever has gazed upon its grand proportions, and studied the details of its exquisite execution, will feel no astonishment at being told that such a structure could not now be built in this country for less than fifty millions of our money; nor will he wonder that Jarvis, in his Art Hints, has pronounced it "the noblest specimen of tower-architecture the world has to show"; that Charles the Fifth declared it was "fit to be inclosed with crystal, and exhibited only on holydays"; and that the Florentines themselves, whenever they would characterize anything as extremely beautiful, say it is "as fine as the Campanile."

Gentlemen, you have reared a noble edifice! Nobler, not because more costly, for your pecuniary outlay is as nothing in the comparison. Nobler, not because the material is more precious, and the architecture more perfect; for what is a pile of brick to such a miracle in marble?

or where is the American builder that would dream of competing with Giotto? Nobler, not because there is a larger and richer-toned bell in the gilded cupola, to summon the inmates to study and recitation, or to morning and evening worship; for the Santa Reparata, in the highest story of the Campanile, is one of the grandest pieces of resonant metal ever cast; and its voice, though soft as flute-tones at eventide coming over the water, is rich and majestic as an angel's song. Far nobler, however, in its purpose and utility; for that wonder of Italian architecture is the product of Florentine pride and vanity in the days of a prosperous republic — a less massive but more elegant Tower of Babel, expressing the ambition of its builders; and though standing in the Cathedral Piazza, its chief conceivable objects are mere show and sound; while the end and aim of this edifice is the development of mind, the formation of character, the creation of a loftier intellectual manhood, the reproduction of so much of the lost image of God as may be evolved by the best media and methods of human education.

The excellence of your structure, then, consists mainly in this — that it is only a scaffold, with derricks, windlasses, and other apparatus and implements, for building something immeasurably more excellent. Here the thinking power is to be quickened, and the logical faculty is to be awakened and invigorated. This is to be effected, not so much by the knowledge acquired, as by the effort called out for its acquisition. The teacher is to measure his success, not by the number and variety of terms, rules, formulas and principles he has impressed upon the memory, as by the amount of mental power and inde-

pendence he has imparted to his pupil. True, in educating the mind, knowledge of some sort must be acquired; but the thoroughness of the education depends no more upon the quantity of the acquisition, than the health of the guest upon the abundance of the banquet. The mental food, as well as the material, must be digested and assimilated. It follows that those exercises which require close and consecutive thinking, thorough analysis, clear discrimination and accurate definition, are best adapted to develop the higher faculties of the mind. Mathematics, metaphysics, dialectics and philology must form the granite basis of your building, sustaining the solid tiers of rich and varied marbles.

Then comes the æsthetic culture. First the substantial, afterward the ornamental — this is the natural order, to reverse which were to begin building the tower at the top. The very idea of the ornamental supposes something substantial to be ornamented. No man will attempt to polish the sponge, or paint a picture on the vacant air, or rear a stone cathedral on a sunset cloud. There is no lily-bloom without the sustaining stalk, nor magnolia grandiflora without the sturdy and stately tree. "Wood, hay, stubble," are not fit materials for jewelry; but "gold, silver, precious stones," may be wrought into a thousand forms of beauty, sparkling with myriad splendors. The solid marble superstructure resting upon its deep foundations of granite, firm as the seated hills, can scarcely be too finely finished or too sumptuously adorned. Upon a thorough mental culture sit gracefully, and quite at home, philosophy, history, poetry, eloquence, music, painting — all in literature and the

arts that can refine the tastes, refresh the heart, and lead the fancy captive. To the mind thus disciplined and adorned a pleasant path is opened to the broadest and richest fields of intellectual inquiry, where it may range at will with the freedom of an angel's wing, charmed with beauties such as Eden never knew, thrilled with melodies such as the leaden ear of ignorance never heard, rejoicing in a fellowship of wisdom worthy of the enfranchised sons of God, and realizing the truth so finely expressed by the greatest of German poets:

> Only through beauty's morning gate,
> Canst thou to knowledge penetrate;
> The mind, to face truth's higher glances,
> Must swim some time in beauty's trances;
> The heavenly harping of the muses,
> Whose sweetest trembling through thee rings,
> A higher life into thy soul infuses,
> And wings it upward to the soul of things.

But is there not something still better, which ought to be an element in every process of human education? What is man? Merely an intellectual animal? Nay, but he has a spirit within him allied to angels and to God. The higher nature calls for culture no less than the lower. To the development and discipline of the rational and æsthetic faculties must be subjoined "the nurture and admonition of the Lord." Otherwise we educate only the inferior part of the man, and leave the superior to chance and the devil. Make scholars of your children, but do not omit to make them christians. Lead them to Parnassus, but let them go by the way of Calvary. Conduct them to Olympus, but let them

carry the dew of Olivet upon their sandals. Make them drink deeply from the wells of human wisdom, but deny them not the living water whereof if one drink he shall never thirst again.

Why should a "wise master builder" hesitate to connect religion with science and literature in the edification and adornment of the soul? Does not religion favor the most thorough mental discipline and contribute to the harmonious development of all the spiritual powers? Does not Christianity stimulate the mind to struggle against difficulties, ennoble the struggle by investing it with the dignity of a duty, and render the duty delightful by the hope of a heavenly reward? "Knowledge is power"; but what knowledge is so mighty as that which Christ brought from the bosom of the Father? Poetry and philosophy have their charms; but what poetry is like that of the Holy Spirit, and what philosophy like that of Redeeming Love? God's Holy Evangel enlarges and strengthens the mind by bringing it into contact with the sublimest truths, and making it familiar with the profoundest mysteries. It rectifies our perverted reason, corrects our erroneous estimates, silences the imperious clamor of the passions, and removes the stern embargo which the corrupt heart lays upon the aspiring intellect. It sings us the sweetest songs, preaches to us the purest morality, and presents for our imitation the noblest examples of beneficence and self-denial. Under its blessed influence the soul expands to grasp the thought of God and receive the infinite riches of his love.

And shall we wrong our sons and daughters by with-

holding from them this noblest agency of the higher mental and spiritual culture—

> The fountain-light of all our day,
> The master-light of all our seeing—

and turn them over, with all their instinctive yearnings after the true, the good, the pure, the divine, to the blind guidance of a skeptical socialism, and the bewildering vagaries of a rationalistic infidelity? "No," to use the language of the late Canon Melville, "We will not yield the culture of the understanding to earthly husbandmen; there are heavenly ministers who water it with a choicer dew, and pour upon the beams of a brighter sun, and prune its branches with a kinder and more skillful hand. We will not give up the reason to stand always as a priestess at the altars of human philosophy; she hath a more majestic temple to tread, and more beautiful robes to walk in, and incense rarer and more fragrant to offer in golden censers. She does well when boldly exploring God's visible works; she does better when she submits to spiritual teaching, and sits with Mary at the Savior's feet."

Gentlemen, it is impossible to overstate the importance of religious culture in the work of education. Every interest of time and eternity urges it upon your attention. Your children are accountable and immortal creatures. "Give them Divine truth," says Channing, "and you give them more than gems and gold; give them Christian principles, and you give them more than thrones and diadems; imbue their hearts with a love of virtue, and you enrich them more than by laying worlds at their feet." Your doctrine may distill as the dew upon the

grass, and as the small rain upon the tender herb; but in some future emergency of life, the silent influence shall assert itself in a might more irresistible than the stormy elements when they go forth to the battles of God. If the work be faithfully done, this impression produced shall not be that of the sea-fowl on the sand, effaced by the first wave of the rising tide; but the enduring grooves cut by the chariot-wheels of the King of Trembling as he rides through the mountain ranges, and the footprints of his fiery steeds left deep in the everlasting rocks.

Forward, then, with your noble endeavor! You are building for eternity. You are rearing temples of living stones which shall survive all the changes and chances of earth and time, and look sublimely down upon the world's catastrophe. Up! up with your immortal campanile! It is compacted of imperishable gems, cemented with gold from the mines of God. No marble sculpture may adorn its niches and cornices; but angel forms shall walk its battlements in robes of living glory. No hollow metal may swing in its vaulted logic, sending sweet echoes over the distant hills, and charming the song-birds to silence along the flowery Val d'Arno; but richer and holier melodies, ringing out from its heavenly altitudes, shall mingle with the music of the spheres, and swell the many-voiced harmony of the City of God!